POLICY FOR ADMISSION TO
Coola Post Primary School

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 COOLA POST PRIMARY SCHOOL IS RESPONSIBLE FOR THE IMPLEMENTATION OF THIS ADMISSION POLICY.

INTRODUCTION TO COOLA POST PRIMARY SCHOOL

Coola PPS was established in 1954 and initially comprised of a Science room, Home Economics room, a Principal's office, cloakrooms and toilets. 41 students enrolled in 1954/55. The arrival of the school opened up educational opportunities to the people of its catchment area providing day and night classes, giving people training in the type of skills necessary to survive in a changing society.

The first qualification provided by the school was the Group Certificate and at the time it was a passport into many successful careers. In 1965 an extension comprising of a Metalwork and Woodwork room was added. Two years later, free transport was introduced. The introduction of the Intermediate Certificate Exam lead to a significant increase in student numbers. In 1978, the first Leaving Certificate class enrolled in Coola, and in 1980, 14 students sat their Leaving Cert. exam in the school. In 1981/2 a Community Sports Hall was opened on the campus and there was further development in 1984, with the building of a 4 classroom block. In 2000, a further extension comprising of a foyer/assembly area was built. Enrolment grew steadily from 2000 onwards and numerous pre-fabricated classrooms were added to accommodate increasing numbers. In 2008, a second Science Laboratory was built and in 2010, a modern canteen facility was opened on the campus. In 2010/11 hard courts were developed for soccer, tennis and basketball, and the Gaelic pitch was also developed. In 2012, an extension of 6 multi-purpose/specialist classrooms was opened. A second extension was opened in 2015 comprising of 5 more specialist and general classrooms. An Astro turf pitch was built in 2019 and is an excellent training facility for all school classrooms. The most recent extension was opened in 2021 with 4 state of the art specialist rooms, Science Laboratory, Art room, Home Economics room, and Engineering/Technology room. All of these developments will enhance the holistic education that we strive to provide here in Coola.

High academic standards, high standards of behaviour, delivered in an atmosphere that is both caring and understanding, make Coola a school that is proud of its past and confident of its future. These are the values we live by and which set us apart. Indeed, they provide the foundation for everything we do.

Mission Statement

In Coola Post Primary School, we encourage our students to achieve their maximum individual potential in an environment of fairness and mutual respect.

Our school is inclusive in our intake and comprehensive in our curriculum. Our behaviour management strategies and structures are built on the principles of justice and fairness. We endeavour to fulfil our mission in partnership with parents/guardians, staff, students, trustees and the local community.

School Details

School name: Coola Post Primary School.

Year of establishment: 1954

Address: Riverstown, Via Boyle, Co. Sligo. Eircode: F52XE71

Office Hours: 8.45am to 5.00pm.

Type of School: Multi-denominational and co-educational school; Under the trusteeship of Mayo, Sligo & Leitrim ETB. Grant aided and publicly funded.

Management: Under Mayo, Sligo & Leitrim ETB as patron of the school; Membership of the Board of Management: -

Mr. Seamus Kilgannon (Chairperson) (ETB Rep.)
Cllr. Arthur Gibbons (ETB Rep.)
Cllr. Thomas Walsh (ETB Rep)
Cllr. Liam Brennan (ETB Rep.)
Ms. Danielle O' Connell (Teachers' Rep.)
Mr. Maurice Meade (Teachers' Rep.)
Ms. Elaine Mc Hugh (Parents' Rep.)
Mr. Paul Callaghan (Parents' Rep.)

Principal: Ms. Fiona Kuehl (Secretary to the Board)

Deputy Principal: Mr. Michael Rooney School

Secretaries: Ms. Mary Healy & Ms. Mary Taheny

Organisations: Student Council, Parents' Association (see coola.ie).

School Phone No: 071-9165365

School Email: coolapps@msletb.ie

School Website: www.coola.ie

School size: 550 Students

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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 Coola Post primary School.

'**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 an application or acceptance of offer makes him/her a student of Coola Post Primary School; a person is only regarded as a student of Coola Post Primary School once s/he is enrolled on his/her first day of attendance. It does not include a person who was formerly enrolled in the school and was permanently excluded from the school or who left the school after being recommended for expulsion by the Board of Management.

'Enrolled' means attending the school as a registered student, in line with section 20(2) of the Education (Welfare) Act 2000.

'**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 Coola Post Primary School in respect of the person on whose behalf the application is being made. The catchment area for Coola Post Primary School is defined by the Bus Eireann Map (see Appendices)

'**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 Coola Post Primary School. The feeder primary schools for Coola Post Primary School are:

Feeder schools within the Coola PPS catchment area include

1. GEEVAGH N.S.
2. SOOEY N.S.
3. BALLINTOGHER N.S.
4. KILLENUMMERY N.S.
5. DRUMLEASE N.S.
6. COLLOONEY N.S.
7. ST. PAUL'S N.S., COLLOONEY
8. CLOGHOGUE N.S.
9. ARDKEERIN N.S.
10. TAUNAGH N.S.
11. KNOCKMINNA N.S.
12. RANSBORO N.S.

Feeder schools outside the Coola PPS catchment area include

13. BALLYFARNON N.S.
14. ARDVARNEY N.S.
15. ST. JOHN'S N.S., SLIGO
16. ROCKFIELD N.S.
17. CORRIGEENROE N.S.
18. KEADUE N.S.
19. CARRAROE N.S.
20. ST. BRENDAN'S N.S., CARTRON
21. MERCY N.S., SLIGO
22. BALLINACARROW N.S.
23. GAELSCOIL CHNOC NA RE, SLIGO
24. BALLISODARE N.S

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, step-siblings and students who reside in the same household

[**Note:** the wider definition of sibling in the second of the two paragraphs immediately above is for the purpose of facilitating families who are required to do more than one drop-off and/or collection to/from the school.]

'**Special Class'** means a class that has, with the approval of the Minister of Education, been established by a school to provide an education exclusively for Students with a category or categories of special educational needs specified by the Minister of Education. [XX School] has a Special Class(es), established to cater for special educational needs of Students with Autism/Autistic Spectrum Disorders, Moderate General Learning Disability, Mild General Learning Disability, Severe Profound General Learning Disabilities, Specific Speech and Language Disorder, Hearing Impairment, Emotional Disturbance, Multiple Disabilities

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

2 ADMISSION STATEMENT

Characteristic Spirit Statement for ETB Schools

ETB schools are state, co-educational, multidenominational schools underpinned by the core values of:

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



As the state provider of education, the ETB sector defines a 'multi-denominational' school in the following way:
In ETB schools, all students are given equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018. Once enrolled, our schools strive to provide all students with equal opportunities to engage with the curriculum and school life. In all aspects of school life all members of our school communities are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, ability or socio- economic status.

Our schools provide a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. They strive to enable every student to realise their full potential regardless of any aspect of their identity or background.

Our Schools promote a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values.

In ETB schools, students of all religions and beliefs are treated equally. The school environment and activities do not privilege any particular group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs.

Accordingly, Coola 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. However, where a school admits students of one gender only, it is not discriminatory to refuse to admit Students not of that gender;

2.2. Civil status of the Student or Applicant;

2.3. Family status of the Student or Applicant;

2.4. Sexual orientation of the Student or Applicant;

2.5. Religion of the Student or Applicant;

2.6. Disability of the Student or Applicant;

2.7. Race of the Student or Applicant;

2.8. The Student's or Applicant's membership of the Traveller community;

Coola Post Primary School will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Coola Post Primary School will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

Coola Post Primary School shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

3 LEGAL FRAMEWORK

Coola Post Primary School 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 Coola Post Primary School 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 admit a Student. 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.

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', Coola Post Primary 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.

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 Coola Post Primary School **shall not consider**:

4.1 The payment of fees or contributions to the school;

4.2 A Student's academic ability, skills or aptitude; unless:

- it is necessary to ascertain whether or not the Student has the category of special educational needs concerned for admission to a school approved by the Minister of Education providing education exclusively to Students with a specified category of special educational needs or a special class;

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, or a parent or grandparent having previously 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 Admission Notice for that academic year.

Coola Post Primary School will consider the offer of a place to every Student seeking admission to the school, **unless the following applies**:

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

Where Coola Post Primary School 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***
7. ***Application to the Special Class***

SECTION 5
APPLICATION TO THE FIRST-YEAR GROUP

5 APPLICATION TO THE FIRST-YEAR GROUP

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5.1.2. Selection criteria in order of priority
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5.2.2. Selection criteria in order of priority
5.2.3. Selection process
5.2.4. Late Applications
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5.2.6. Acceptance of a place
5.2.7. Refusal
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5.2.9. Appeals

5.3 Appeals

5.3.1. Appeal where refusal was due to oversubscription
5.3.2. Appeal where refusal was for a reason other than oversubscription
5.3.3. Basis for a review by the board of management

5.1 ADMISSION PROVISIONS (FIRST-YEAR GROUP)

In the event that Coola Post Primary School is not oversubscribed, all Students will be offered a school place, subject to sections 4.7.

Incomplete applications received by the school will not be processed under this policy.

5.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Coola Post Primary School 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 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

Coola Post Primary will apply the following criteria for admission to the First-Year Group:

Criterion 1. Applicants who reside at the same address as a sibling or step-sibling who is a current pupil or former pupil of Coola PPS. and will have attained 12 years of age by the 31st January of the academic year to which s/he is applying to be enrolled in First Year, after having completed sixth class in primary school (or equivalent);

Criterion 2. Applicants whose parents/guardians are staff members and the Student will have attained 12 years of age by the 31st January of the academic year to which s/he is applying to be enrolled in First Year, after having completed sixth class in primary school (or equivalent).

Criterion 3. Applicants who are 6th class pupils attending primary school and residing within the Coola PPS catchment area as defined by the Bus Eireann map and will have attained 12 years of age by the 31st January of the academic year to which s/he is applying to be enrolled in First Year, after having completed sixth class in primary school (or equivalent); (See attached Bus Eireann map and list of primary schools).

Criterion 4. Applicants whose parents/grandparents are former pupils of Coola PPS

Criterion 5. Applicants who are 6th class pupils attending one of our feeder primary schools that is located outside the Coola PPS catchment area.

Criterion 6. All other applicants

5.1.3 Selection process

Coola Post Primary School 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 relevant year group 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 relevant year group. This process is continuously carried out against all selection criteria until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Coola Post Primary School will apply a random lottery to assign any available places in the relevant year group, or on the waiting list, to those applications.

5.1.4 Late applications

An application received by Coola Post Primary 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 the relevant year group 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, irrespective of any selection criteria which may been applied to applications received 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. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where the relevant year group is not oversubscribed, *i.e.* there is no waiting list, and it receives a late application, the Student seeking admission will receive an offer of a place within the relevant year group, subject to section 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 by the date stated for same in the letter offering the place.

5.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within the relevant year group 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 relevant year group 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 by the date stated

for same in the letter offering the place 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 by the date stated for same in the letter offering the place 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 a offered a place in Coola Post Primary;

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, by the date stated for same in the letter offering the place, 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 or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place for that academic year (and shall not be placed on a waiting list). If the Applicant still desires a place for that academic year, a new application must be made for the same academic year on behalf of that Student and 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 Coola Post Primary School regarding admission to the First-Year Group, see section 5.2.

5.2. APPEALS

5.3.1. Appeal where refusal was due to oversubscription

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and at https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management, for it to be reviewed by the board of management of Coola Post Primary School. Such a review must be sought by the Applicant within twenty-one calendar days 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 BOMR1 Forms should be submitted to the school office or online by emailing coolapps@msletb.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', available at https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-appeal-if-a-child-has-been-refused-admission-because-the-school-is-full and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at https://www.section29appeals.gov.ie/. As per the Department of Education's '*Procedures for hearing and determining appeals under section 29*', such an appeal must 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, whichever is earlier, and an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

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

An Applicant who was refused admission to Coola Post Primary School for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and at https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management, for it to be reviewed by the board of management of Coola Post Primary School. Such a review must be sought by the Applicant within twenty-one calendar days 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 BOMR1 Forms should be submitted to the school office or online by emailing coolapps@msletb.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', available at https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-appeal-if-my-child-has-been-refused-admission-and-the-school-has-places-available and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at https://www.section29appeals.gov.ie/. 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 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.

5.3.3. 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 review the decision.

SECTION 6
APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

6 APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

6.1 Admission Provisions (other than First-Year)

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6.1.2. Selection criteria in order of priority

6.1.3. Selection process

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6.1.6. Acceptance of a place

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6.1.8. Withdrawal of an offer

6.1.9. Appeals

6.3 Appeals

6.3.1. Appeal where refusal was due to oversubscription

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

6.3.3. Basis for a review by the board of management

6.1 ADMISSION PROVISIONS (OTHER THAN FIRST-YEAR)

In the event that Coola Post Primary School is not oversubscribed, all Students will be offered a school place, subject to sections 4.7,

Incomplete applications received by the school will not be processed under this policy.

6.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 6.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Coola Post Primary School 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 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 Leaving Certificate Applied Programme in Coola Post Primary School 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 students enrolled in the school who have been placed on an internal waiting list for these programmes.

6.1.2 Selection criteria in order of priority

Coola Post Primary School will apply the following criteria for admission to a year group other than First-Year:

6.1.2.1. If the Student resides in the catchment area;

6.1.2.2. If the Student has siblings currently enrolled in the school;

6.1.2.3. If a parent/guardian of the Student is a member of staff of the school;

6.1.2.4. If the Student has siblings who were previously enrolled in the school;

6.1.2.5. If the Student had a parent or grandparent who previously attended the school (to a maximum of 25% of the places available);
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

Coola Post Primary School 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 relevant year group 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 relevant year group. This process is continuously carried out against all selection criteria until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Coola Post primary will apply a random lottery to assign any available places in the relevant year group, or on the waiting list, to those applications.

6.1.4 Late applications

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

Where the relevant year group 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, irrespective of any selection criteria which may been applied to applications received 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.

For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where Coola Post Primary is not oversubscribed, *i.e.* there is no waiting list, and it receives a late application, the Student seeking admission will receive an offer of a place within the relevant year group, 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 by the date stated for same in the letter offering the place.

6.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within the relevant year group 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 relevant year group 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 by the date stated for same in the letter offering the place 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 by the date stated for same in the letter offering the place 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 a offered a place in Coola Post Primary

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, by the date stated for same in the letter offering the place, or

6.1.8.3. An Applicant has not indicated:

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

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

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place for that academic year (and shall not be placed on a waiting list). If the Applicant still desires a place for that academic year, a new application must be made for the same academic year on behalf of that Student and 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 Coola Post Primary regarding admission to a year group other than First-Year, see section 6.3.

6.2 APPEALS

6.3.1. Appeal where refusal was due to oversubscription

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and at https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management, for it to be reviewed by the board of management of Coola Post Primary. Such a review must be sought by the Applicant within twenty-one calendar days 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 BOMR1 Forms should be submitted to the school office or online by emailing coolapps@msletb.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', available at https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-appeal-if-a-child-has-been-refused-admission-because-the-school-is-full and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at https://www.section29appeals.gov.ie/. As per the Department of Education's '*Procedures for hearing and determining appeals under section 29*', such an appeal must 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, whichever is earlier, and the appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

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

An Applicant who was refused admission to Coola Post Primary for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and at https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management, for it to be reviewed by the board of management of Coola Post Primary. Such a review must be sought by the Applicant within twenty-one calendar days 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 BOMR1 Forms should be submitted to the school office or online by emailing coolapps@msletb.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', available at https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-appeal-if-my-child-has-been-refused-admission-and-the-school-has-places-available and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at https://www.section29appeals.gov.ie/. 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 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.

6.3.3. 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 review the decision.