



POLICY FOR ADMISSION TO SCHOOL YEAR 2025/26

Piper's Hill College Post-Primary School

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Ratified by BOM	
Date of review	

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 Piper's Hill College is responsible for the implementation of this Admission Policy.

Mission Statement

Piper's Hill College is a co-educational, multi-denominational Post Primary School, which shares the core values of our patron KWETB.

We are a student centered learning community that is vibrant, inclusive, caring and supportive. Students and teachers are challenged to pursue the highest standards of equality and excellence in education.

As a community of students, teachers and parents we work together responsibly and respectfully to provide an education appropriate to the wellbeing of each individual in a rapidly changing world.

Together we work with students to attain the knowledge, skills and attitudes that will enable them to become lifelong learners and empower them to reach their full potential.

Introduction to Piper's Hill College

Piper's Hill College is a Post Primary, co-educational, multi-denominational school under the patronage of Kildare and Wicklow Education and Training Board. The school previously known as St. Patrick's Community College moved to a greenfield site at Killashee, W91 RW14, in 2009, with capacity for 1,000 students. It is part of the Piper's Hill Education Campus and located in a safe out of town environment.

Piper's Hill College is an active, vibrant learning community. It is an inclusive, student centred school where the curriculum is led by the needs of the students. Technology enhanced learning is at the heart of what we do and underpins the highest standards of teaching, learning and educational excellence. We offer a broad curriculum, promoting STEAM subjects for all students. Our curriculum caters for the needs of every student. We are the only school in Naas offering all Junior and Senior Cycle Programme's. We also have an AS class supporting students with relevant Autism diagnosis. We strive to ensure students engage in programmes where they can attain their full potential.

In Piper's Hill College we offer:

- Junior Cycle Programme
- Junior Certificate Schools Programme
- Transition Year Programme
- Leaving Certificate Traditional
- Leaving Certificate Vocational Programme (if possible within Timetable constraints)
- Leaving Certificate Applied Programme

Students are supported by a team of Guidance and Counselling Teachers, strong Pastoral Care structures, and qualified Resource teachers. Piper's Hill College has a Home School Community Liaison teacher supporting families and building connections with the local community.

Piper's Hill College is a student centered school with a restorative approach to building relationships between home, school and the wider community.

Piper's Hill College offers a broad range of extra-curricular activities including, sports, choir/music, drama, debating, coding. The school has earned a Green Schools flag and an Amber Flag for Mental Health support.

Piper's Hill College has strong links with the local community, liaising through TY and LCVP and LCA work experience programmes, Business in the Community participation and other community links.

The intake for each incoming 1st year group will be set out annually in the School Admissions Notice and the number of places available will be linked to the number of students leaving the school, with capacity for a maximum of circa 1,000 students.

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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 Piper’s Hill College.

‘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 they are regarded as a Student of Piper’s Hill College by virtue of application alone.

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

‘Catchment Area’ refers to the designated residential area for application to [all classes other than the A.S.. Outreach Class] in Piper’s Hill College in respect of the person on whose behalf the application is being made. The catchment area for Piper’s Hill College is defined as: Students who live in or attended Primary schools in Naas, Kill, Sallins, Caragh, Ballymore Eustace, Rathmore, Brannockstown, Two-MileHouse, Athgarvan.

‘Catchment Area for the A.S.. Outreach Class’ refers to the designated residential area for application to the A.S.. Outreach Class within Piper’s Hill College in respect of the person on whose behalf the application is being made. The catchment area for the A.S.. Outreach Class within Piper’s Hill College is defined as: Students who live in or attended Primary schools in Naas, Kill, Sallins, Caragh, Ballymore Eustace, Rathmore, Brannockstown, Two-Mile-House, Athgarvan.

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

For the purpose of the selection criterion relating to the student having a sibling who previously attended 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.]

‘A.S.. Outreach Class’ means a class that has, with the approval of the Minister of Education and Skills, been established by a school to provide an education exclusively for Students with a category or categories of special educational needs specified by the Minister of Education and Skills. Piper’s Hill College has an A.S.. Outreach Class, established to cater for special educational needs of Students with Autism/Autistic Spectrum .

‘First Year’ means the intake group of Students for the most junior class or year in a 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. Pipers Hill College has a Special Class, established to cater for special educational needs of Students with Autism/Autistic Spectrum .

‘Relevant Report’, as advised by the Department of Education and the National Council for Special Education (NCSE), means a written report, based on an assessment by a relevant professional which: makes a recommendation for a Special Class placement. The relevant professional may include an educational psychologist, psychologist, other relevant health professionals, HSE disability services or HSE multi-disciplinary team staff, in line with guidance

2 Admission Statement

Characteristic Spirit Statement for Community National Schools and Non-Designated ETB Schools

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

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

As the state provider of education, the ETB sector defines a ‘multidenominational’ school in the following way:

In ETB schools, all students are given equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018. Once enrolled, our schools strive to provide all students with equal opportunities to engage with the curriculum and school life. In all aspects of school life all members of our school communities are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, ability or socioeconomic 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 openminded, 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, Piper's Hill College shall not discriminate in its admission of a Student based on the following grounds:

- 2.1. Gender of the Student or Applicant.
- 2.2. Civil status of the Student or Applicant;
- 2.3. Family status of the Student or Applicant;
- 2.4. Sexual orientation of the Student or Applicant;
- 2.5. Religion of the Student or Applicant;
- 2.6. Disability of the Student or Applicant;
- 2.7. Race of the Student or Applicant;
- 2.8. The Student's or Applicant's membership of the Traveller community;
- 2.9. Special educational needs of the Student or Applicant. [However, where the school provides education exclusively for a category or categories of special educational need(s) in a Special Class, it is not discriminatory to refuse to admit to that class a Student who does not have the specified special educational need(s).]

Piper's Hill College shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

3 Legal Framework

KWETB 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 Piper's Hill College is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

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

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

Section 6.2(7)(n) of the Education Act 1998 requires each school to set out in its Admission Policy the arrangements it has in place where a parent, or student over 18 years of age, requests that the student opt-out of religious instruction.

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. There is an important 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 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’, Piper’s Hill College supports the provision of *religious education* that caters for all students regardless of their religious or non-religious beliefs.

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.

Pipers Hill College 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.

Pipers Hill College 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.

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 Piper’s Hill College **shall not consider:**

- 4.1 The payment of fees or contributions to the school;

- 4.2 A Student's academic ability, skills or aptitude; unless:
- it is necessary to ascertain whether or not the Student has the category of special educational needs concerned for admission to a school approved by the Minister of Education and Skills providing education exclusively to Students with a specified category of special educational needs or the A.S. Outreach 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, except in the case of application to the A.S. outreach class.
- 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 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.

Piper's Hill College will consider the offer of a place to every Student seeking admission to the school, **unless one of the following applies:**

- 4.7 The Parent fails to confirm in writing that they accept the Student Code of Behaviour and they shall make all reasonable efforts to ensure compliance with such code by the Student;
- 4.8 The Student seeking admission to the A.S. Outreach Class in the school does not have the category of special educational needs specified by the Minister of Education and Skills in respect of that class.

Where Piper's Hill College considers an application, each Student shall receive a place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application.

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

Section 6 of this Policy addresses the selection criteria and other matters related to the admission provisions for all year groups other than First Year.

Section 7 of this Policy addresses the selection criteria and other matters related to the admission provisions for the A.S. Outreach Classes.

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 A.S. Outreach Class

SECTION 5

Application to First Year

8 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. Subsequent round offers of a place
- 5.1.6. Acceptance of a place
- 5.1.7. Refusal
- 5.1.8. Withdrawal of an offer
- 5.1.9. Appeals

5.2 Appeals

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

5.1 Admission Provisions (First Year Group)

Where Piper's Hill College is not oversubscribed, all Students will be offered a school place, subject to sections 4.7, and 4.8.

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

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 Piper's Hill College 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 they wish to be considered for admission to the same year group in the following academic year, a new application must be made on behalf of that Student during the dates specified by the school as being the period when it will accept applications to all year groups other than First Year.

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

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

5.1.2 Selection criteria in order of priority

Piper's Hill College will apply the following criteria for admission to the First Year Group:

- 5.1.2.1 If the student will have attained 12 years of age by the 31st January of the academic year to which
- 5.1.2.2 Students with siblings who are currently enrolled in the school.
- 5.1.2.3 Students whose siblings or parents are past pupils of Piper's Hill College (or St Patrick's College Naas pre 2009) to a maximum of 25% of the intake for the year group.
- 5.1.2.4 Children of current staff members in Piper's Hill College
- 5.1.2.5 Students attending KWETB Community National Schools in Brannockstown and Craddockstown (Naas Community National School) and students attending St. David's National School Naas and students attending Killashee Multi Denominational national school
- 5.1.2.6 All other students who are deemed to be attending a Primary School in the catchment area or living in the catchment area
- 5.1.2.7 Students living in areas adjacent to Naas and seeking Multi Denominational education provision, i.e. all faiths and beliefs, where it is not already available. Proof may be sought.

5.1.3 Selection process

Piper's Hill College 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 until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Piper's Hill College will apply a random lottery to assign any available places in the relevant year group, or on the waiting list, to those applications. In the event of an application for multiple siblings from the same family, when one sibling is offered a place the other siblings will automatically qualify for a place also. However, it shall be treated as one school place so that the entire number of places as advised in the admissions notice will be adhered to.

N.B. The number of places available in a year group is subject to reduction in the event that a placement(s) in the Special Class is/are given to Student(s) from that year group, i.e. the selection process for the Special Class will be completed before the selection process for the mainstream year group and the number of Students who are offered a place in the Special Class will be the number by which the places in the relevant mainstream year group(s) are reduced.

5.1.4 Late applications

An application received by Piper's Hill College 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. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy. 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 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 4.8, 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 Subsequent 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 fails to accept within the specified time period, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Student on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the 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 within 2 weeks of issuing by the school if it is a late application or if it is a subsequent round offer. This includes indicating whether or not they have 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 subsequent offer, may result in withdrawal of an offer, in line with the grounds for refusal as set out below.

5.1.7 Refusal

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

- 5.1.7.1. The reasons that the Student was not offered a place in Piper's Hill College;
- 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;
- 5.1.7.4. Details of the Applicant's right to appeal the decision.
- 5.1.7.5. In addition to the conditions for consideration of an application as set out in 4.7 and 4.8, an offer of admission may not be made where: 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 they are applying, or in the case of a late application, or subsequent round offer, within 2 weeks, or
- 5.1.8.3. An Applicant has not indicated:
 - (i) whether or not they have 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 they have 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 their 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 submit their appeal in writing, via a BOMR1 form, available from the school office, for it to be reviewed by the board of management of Piper's Hill College at Killashee, Naas, Co. Kildare W91 RW14, email: info@phcol.ie. Such an appeal must be brought within 21 calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead. Completed forms should be posted to the above address or emailed to info@phcol.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 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 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 Piper's Hill College for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put their appeal in writing, via a BOMR1 Form, available from the school office for it to be reviewed by the board of management of Piper's Hill College. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education 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 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

5.2.3. Basis for appeal:

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

SECTION 6

Application to All Year Groups Other Than First Year

9 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. Acceptance of a place

6.1.5. Refusal

6.1.6. Withdrawal of an offer

6.1.7. Appeals

6.2 Appeals

6.2.1. Appeal where refusal was due to oversubscription

6.2.2. Appeal where refusal was for a reason other than oversubscription 6.2.3.

Basis for appeal

6.1 Admission Provisions (Other Than First Year)

In the event that Piper's Hill College is not oversubscribed, all Students will be offered a school place, subject to sections 4.7 and 4.8.

In the case of an applicant who has been permanently excluded from another school, written evidence must be presented from the applicant's Education Welfare Officer to show that all Section 29 procedures have been exhausted before any application for transfer is processed.

A Student applying for admission to a year group other than First Year but seeking admission to the A.S. Outreach Class should see section 7 of this Admission Policy. **If the Student is also applying for a place in the mainstream year group other than First-Year in the event of an unsuccessful application to the Special Class, this section 6 is also applicable.**

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

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

Where the [Transition Year Programme] [and/or] [Leaving Certificate Applied Programme] [in Pipers Hill College 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 this/ese programm(es).

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 Piper's Hill College 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 they wish 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(please see Admission Notice of School for dates) as being the period when it will accept applications to all years other than the First Year Group.

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

6.1.2 Selection criteria in order of priority

Piper's Hill College will apply the following criteria for admission to a year group other than First Year:

6.1.2.1 Students with siblings who are currently enrolled in the school.

6.1.2.2 Students whose siblings or parents are past pupils of Piper's Hill College (or St Patricks College Naas pre 2009) to a maximum of 25% of the intake for the year group.

6.1.2.3 Children of current staff members in Piper's Hill College

6.1.2.4 Students who attended KWETB Community National Schools in Brannockstown and Craddockstown (Naas Community National School) and students attending St. David's National School Naas and Killashee Multidenominational school when they were in primary school

6.1.2.5 All other students who are deemed to be attending a School or living in the catchment area

6.1.2.6 Students living in areas adjacent to Naas and seeking Multi Denominational education provision, ie all faiths and beliefs, where it is not already available, proof may be required.

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

Piper's Hill College 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 until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Piper's Hill College will apply a random lottery to assign any available places in the relevant year group, or on the waiting list, to those applications. In the event of an application for multiple siblings from the same family, when one sibling is offered a place the other siblings will automatically qualify for a place also. However, it shall be treated

as one school place so that the entire number of places as advised in the admissions notice will be adhered to.

Where the Transition Year Programme and/or Leaving Certificate Applied Programme in Pipers Hill College is/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 this/ese programm(es).

N.B. The number of places available in a year group is subject to reduction in the event that a placement(s) in the Special Class is/are given to Student(s) from that year group, i.e. the selection process for the Special Class will be completed before the selection process for the mainstream year group and the number of Students who are offered a place in the Special Class will be the number by which the places in the relevant mainstream year group(s) are reduced .

6.1.4 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. This includes indicating whether or not they have applied for and are 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, may result in withdrawal of an offer, in line with the grounds for refusal as set out below.

6.1.5 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:

- 6.1.5.1. The reasons that the Student was not offered a place in Piper's Hill College,
- 6.1.5.2. Details of the Student's ranking against the published selection criteria, if the year group to which the Applicant is applying is oversubscribed,
- 6.1.5.3 Details of the Student's place on the waiting list, if applicable, and
- 6.1.5.4 Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application as set out in 4.7 and 4.8, an offer of admission may not be made where the information contained in the application is false or misleading in a material respect.

6.1.6 Late Applications

An application received by Pipers Hill after the closing date published by Pipers Hill 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 be 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(s) 4.7, 4.8 and 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 sections 4.7, 4.8 and 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.

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.

6.1.7 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 6.1.6.1. The information contained in the application is false or misleading in a material respect, or
- 6.1.6.2. 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 they are applying, or
- 6.1.6.3. An Applicant has not indicated:
 - (i) whether or not they have 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 they have 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 their place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 6.1.4 above.

6.1.8 Appeals:

For information relating to an Applicant's right to appeal a decision of Piper's Hill College regarding admission to a year group other than First Year, see section 6.2.

6.2 Appeals

6.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the relevant year group is oversubscribed and who wishes to appeal this decision must submit their appeal in writing, via a BOMR1 Form, available from the school office, for it to be reviewed by the board of management of Piper's Hill College at Killashee, Naas, Co. Kildare W91 RW14, email: info@phcol.ie. Such an appeal must be brought within 21 days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

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

An Applicant who was refused admission to the relevant year group in Piper's Hill College for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put their appeal in writing, via BOMR1 form available from the school office at Pipers Hill College, Killashee, Naas Co Kildare or info@phcol.ie for it to be reviewed by the board of management of Piper's Hill College. It should be returned to either of these addresses. Such an appeal must be brought within 21 calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

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

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

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 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.

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 7

Application to the A.S. Outreach Class

7.1 Provisions for the A.S. Outreach Class

- 7.1.1. Oversubscription
- 7.1.2. Selection criteria in order of priority
- 7.1.3. Selection process
- 7.1.4. Late Applications
- 7.1.5. Subsequent offers of a place
- 7.1.6. Acceptance of a place
- 7.1.7. Refusal
- 7.1.8. Withdrawal of an offer

7.2 Appeals

- 7.2.1. where refusal was due to oversubscription
- 7.2.2. where refusal was for a reason other than oversubscription
- 7.2.3. or appeal

7.1 Admission Provisions for the A.S. Outreach Class

7.1.1

Piper's Hill College has an A.S. Outreach Class, established to provide education to students with severe/complex educational needs for the special educational needs of Students with an Autism/Autistic Spectrum diagnosis

Only applications in respect of Students whose needs fall within the category of special educational needs provided for by the Special Class will be considered. In this respect, the school requires that such needs of the Student be verified in a Relevant Report which has been prepared within the 24 months immediately preceding the Student's application to the Special Class

Where the A.S. Outreach Class in Piper's Hill College is not oversubscribed, all Students whose needs fall within the category of special educational needs provided for by the A.S.. Outreach Class and who have a report issued in the previous 2 years, will be offered a place in the A.S.. Outreach Class, subject to sections 4.7 and 4.8.

Under Department of Education and National Council for Special Education (NCSE) guidelines there will be a maximum of six students per class. The Board of Management deals with the enrolment applications and are advised on admissions to the AS class by the Admissions Team comprising of the Principal, Deputy Principal(s) and the AS Centre Coordinator. The Board of Management will have regard for relevant department of Education guidelines in relation to special class size and staffing provisions, and /or any other relevant requirements concerning accommodations including physical space and the health and welfare of existing and prospective students.

Only applications in respect of students whose needs fall within the category of special educational needs provided by the Special Class will be considered.

In this respect: • Applicants must provide an up to date psychologist report (no more than two years old) indicating a professional diagnosis of Autistic Spectrum Disorder meeting DSM V criteria.

- The report must indicate the student's cognitive ability/learning profile and contain recommendations regarding existing supports and educational interventions needed to best aid that student's progress.
- This report must recommend placement in a special AS class.
- Students who apply must, in the judgement of the Admissions Team, have an ability to meaningfully participate in mainstream classes to be considered for enrolment in the AS class.

Oversubscription:

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 7.1.3 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 Pipers Hill College is in a position to offer further places that become available in the Special Class for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list subject to there being a place in the relevant mainstream year group. If there is not a place available in the relevant year group, the next person on the waiting list for the Special Class will be considered for the place in question but this will not change the initial Student's place on the waiting list for the Special Class for the remainder of that school year, *i.e.* if another place subsequently became available in the Special Class during that school year, the initial Student at the top of the waiting list would be considered first, but again subject to there being a place in the relevant year group for that Student.

For clarity, if a place becomes available in a given mainstream class group, before that place is offered to a Student on the waiting list for that mainstream year group, the waiting list for the Special Class shall be reviewed and if there is a place available in the Special Class and there is a Student on the waiting list who would be able to take-up the place due to the available place in the given mainstream year group, that Student will be offered the place in the Special Class (thereby removing the place in the mainstream year group). This is in the interest of ensuring that the scarce resources of the Special Class are never under-utilised.

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

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

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

7.1.3 Selection criteria in order of priority:

Applications to the A.S. Outreach Class will only be considered if the Student's needs fall within the specified category of special educational needs provided for by this class as confirmed by the NCSE (as outlined in 7.1 above).

The A.S. Outreach Class caters for students who meet **all** of the following criteria:

- Have a diagnosis of A.S. (Autism Spectrum Disorder)
- Has a report issued in the previous 2 years from a relevant qualified professional stating that they have complex learning needs that require the support of an A.S. Outreach Class setting and the reasons why this is the case.
- If a student presents with a general learning disability, it should fall within the borderline mild or mild general range.
- Students are capable of integrating within a mainstream secondary school with the support of an A.S. Outreach Class.
- Students are capable of accessing the mainstream curriculum/part of the mainstream curriculum with the support of the A.S. Outreach Class.

Subject to these requirements, in the event of oversubscription, the following criteria

for admission to the Special Class will apply:

7.1.3.1 The student will have attained at least 12 years of age by the 31st of January of the academic year to which the Applicant is applying to be enrolled in the A.S. class.

7.1.3.2 Students who are currently students in Piper's Hill College and meet the criteria, but did not secure a place in the AS outreach owing to oversubscription on their year of entry.(Having made a new application to AS outreach in the relevant Year).

7.1.3.3 Students with siblings who are currently enrolled in the school.

7.1.3.4 Students whose siblings or parents are past pupils of Piper's Hill College (or St Patricks College Naas pre 2009) to a maximum of 25% of the intake for the year group

7.1.3.5 Children of current staff members in Piper's Hill College

7.1.3.6 Students attending KWETB Community National Schools in Brannockstown and Craddockstown(Naas Community National School)and students attending St.David's National School Naas Killashee Multidenominational National school.

7.1.3.7 All other students who are deemed to be attending a School and/or living in the catchment area

7.1.3.8 Students living in areas adjacent to Naas and seeking Multi Denominational education provision, ie all faiths and beliefs, where it is not already available;

Having met the criteria for admission to the A.S. Outreach Class, applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the A.S. Outreach Class still has places available the remaining Applicants are considered against the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Piper's Hill College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

7.1.4 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. This includes indicating whether or not they have applied for and are 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, may result in withdrawal of an offer, in line with the grounds for refusal as set out below.

Late applications

An application received by Piper's Hill College after the closing date published by Piper's Hill College, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Piper's Hill College A.S. Outreach Class is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Piper's Hill College A.S. Outreach Class is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Piper's Hill College A.S. Outreach Class, subject to sections 4.7 and 4.8, and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

7.1.5 Refusal:

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

7.1.5.1. The reasons that the Student was not a offered a place in Piper's Hill College;

7.1.5.2 Details of the Student's ranking against the published selection criteria, if the year group to which the applicant is applying is oversubscribed;

7.1.5.3 Details of the Student's place on the waiting list, if applicable; and

7.1.5.4 Details of the Applicant's right to appeal the decision

7.1.6 Withdrawal of an offer

An offer of admission may be withdrawn where:

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

7.1.6.2. 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 they is applying, or in the case of a late application, within 2 weeks, or

7.1.6.3. An Applicant has not indicated:

(i) whether or not they have 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 they have 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 their place on the admission list or waiting list for

that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 7.1.4 above.

7.2 Appeals

7.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit their appeal in writing, via a Section BOMR1 Form available from the school office, for it to be reviewed by the board of management of Piper's Hill College at Killashee, Naas, Co. Kildare W91 RW14, email: info@phcol.ie. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

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

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

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

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

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

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

7.2.3. Basis for appeal:

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