

POLICY FOR ADMISSION TO CONFHEY COMMUNITY COLLEGE

School year: 2026/2027

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 Confey College is responsible for the implementation of this Admission Policy.

INTRODUCTION TO CONFHEY COLLEGE

Confey College (roll no. 70691C) is a co-educational Community College in Leixlip, Co. Kildare. The school opened on the 1st September 1986 with just 36 students. The school has grown to its current enrolment of 931 students and 77 teaching staff and 6.5 Special Needs Assistants (SNAs).

Confey College is a multid denominational designated community college with Kildare Wicklow Education Training Board as patron and the Archbishop of Dublin as trustee. The school operates under a Board of Management, which is a sub-committee of Kildare Wicklow ETB. The Board has representatives of Kildare Wicklow ETB, Archdiocese of Dublin, Church of Ireland, teachers and parents.

The college offers a comprehensive curriculum and students prepare for Junior Cycle and Leaving Certificate examinations. The college also offers the Transition Year programme, Leaving Certificate Vocational Programme and the Leaving Certificate Applied. There is also an extensive co-curricular programme for students. The school provides post-primary education for students through the medium of English and Irish, and will also cater for students with a specific diagnosis of Autism/Autistic Spectrum Disorder in a special class. Confey College provides these educational channels for more than 95% of the local children. In recent years we have welcomed many students from Lucan and Celbridge.

Confey College enjoys the support of an excellent Parents' Association. Home-school links are enhanced by our Chaplaincy and we have an excellent relationship with our local primary school, San Carlo and our new feeder schools. Our indoor and outdoor facilities are made available to local community groups. The college maintains close contact with local facilities, businesses, and associations.

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PART A

General Information for All Applicants

- 1. Glossary of terms***
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- 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 Confey 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 s/he is regarded as a Student of Confey College 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 (determined by the Board of Management of Confey College) in respect of the person on whose behalf the application is being made. The catchment area for Confey College is defined as: Confey

‘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 Confey College. The feeder primary schools for Confey College are:

- 1.1. San Carlo NS, Confey, Leixlip, Kildare;
- 1.2. Gaelscoil Uí Dhalaigh, Leixlip, Co. Kildare
- 1.3. Lucan Educate Together, Lucan, Co. Dublin;
- 1.4. Griffeen Valley Educate Together, Lucan, Co Dublin;
- 1.5. Scoil Mhuire, Lucan, Co. Dublin

‘Sruth Feeder Primary Schools’ refers to the primary schools of preference for application to the Sruth Lán Gaeilge in Confey College. The Sruth feeder primary schools for Confey College are Gaelscoil Uí Dhalaigh, Gaelscoil Naoimh Phadraig and Gaelscoil Eiscir Riada (primary schools that provide education through the medium of Irish).

For the purpose of the selection criterion relating to the student having a sibling who previously attended the school, (siblings must have completed one academic year) **‘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 recognising the household and 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.

‘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:

- (a) provides detailed evidence of the Student’s needs,
- (b) confirms that those needs constitute complex/severe educational needs which arise from a named diagnosis relating to the Student, and
- (c) makes a recommendation for a Special Class placement for the Student on the basis of his/her complex/severe educational needs arising from said diagnosis.

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 issued by the NCSE on this point.

‘Sruth Lán-Gaeilge’ offers partial instruction through Irish in a designated number of subjects to a cohort of Students within the school.

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

2 ADMISSION STATEMENT

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

Confey College was established in 1986 in a spirit of partnership between KWETB and Archbishop of Dublin Diocese. The inherited traditions, values and founding intentions of Kildare Wicklow ETB and Archbishop of Dublin remain enshrined in the characteristic spirit and in the life of our school.

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

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

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

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

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

Accordingly, Confey College 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;
- 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).

Confey College shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

3 LEGAL FRAMEWORK

Kildare Wicklow Education and Training Board (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 Confey 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 62(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', Confey College supports the provision of religious education that caters for all students regardless of their religious or non-religious beliefs.

Confey 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.

Confey 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 Confey 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 an 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 where the parent of the student wishing to attend is an employee of the school.
- 4.6 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual Admission Notice for that academic year.

Confey 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 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;
- 4.8 The Student seeking admission to an Special Class in the school does not have the category of special educational needs specified by the Minister of Education and Skills in respect of that class.

Where Confey 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 Special Class for Students with a diagnosis of ASD.

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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5.2 Admission Provisions to the Sruth Lán Gaeilge (First-Year Group)

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5.3 Appeals

- 5.3.1. Appeal where refusal was due to oversubscription
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5.1 ADMISSION PROVISIONS (FIRST YEAR GROUP)

Where Confey 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 Special 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 Confey 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, subject to the provisions of section 7.1.1 regarding the Special Class.

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

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

Confey College will apply the following criteria for admission to the First-Year Group:

- 5.1.2.1: Siblings of students currently in attendance at Confey College and/ or Siblings of past pupils of Confey College (a past pupil is a student who has completed at least one academic year in Confey College);

- 5.1.2.2: Students whose family residence is in the Confey area/ Students' who attend San Carlo NS and students from Scoil Ui Dhalaigh, and have been enrolled there for at least one full academic year;
- 5.1.2.3: Children of members of staff of Confey College;
- 5.1.2.4: Students from Lucan Educate Together, Griffeen Valley Educate Together School and Scoil Mhuire Lucan (Woodview Heights) and have been enrolled there for at least one full academic year;
- 5.1.2.5: All other students from Leixlip;
- 5.1.2.6: All other students;

5.1.3 Selection process

Confey 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 school still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Confey College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications. Where there are multiple siblings applying for entry to first year, if one sibling is selected through this lottery process, the next available space will automatically be assigned to their sibling(s).

5.1.4 Late applications

An application received by Confey 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, 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. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where Confey College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within the school, 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 two weeks of issue.

5.1.5 Second/third-round offers of a place

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

5.1.6 Acceptance of a place

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

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

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for 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 Confey 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; 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, 4.8, an offer of admission may not be made where:

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

5.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

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

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

5.1.9 Appeals

For information relating to an Applicant's right to appeal a decision of Confey College regarding admission to the First-Year Group, see section 5.3.

5.2. ADMISSION TO THE SRUTH LÁN GAEILGE

Confey College operates a Sruth Lán Gaeilge, which caters for Students who wish to be educated in an Irish-medium post primary setting. Applications made *only* for the Sruth Gaeilge will be considered solely for that purpose. Applications made for the Sruth Lán Gaeilge **and** the English-medium stream will be considered for the Sruth Lán Gaeilge in the first instance and subsequently the English-medium stream. If a student is allocated a place in the Sruth Lán Gaeilge and non-Sruth class they will have to nominate one after formation of the Sruth is confirmed.

Under the enrolment terms if a student is only eligible for a place in the Sruth they cannot nominate to transfer into a non-Sruth class group.

Applications made *only* for the Sruth Gaeilge will be considered solely for that purpose.

Where the Sruth Lán Gaeilge in Confey College is not oversubscribed, all Students who seek admission therein will be offered a place in the Sruth Lán Gaeilge, subject to section 4.7 and 4.8.

A Student applying for the First-Year Sruth Lán Gaeilge but seeking admission to the Special Class, should see section 7 of this Admission Policy. If the Student is also applying for a place in the mainstream First-Year Sruth Lán Gaeilge 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.

5.2.1 Oversubscription:

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.2.2 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 Confey 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 subject to the provisions of section 7.1.1 regarding the Special Class.

For the avoidance of doubt, if a Student does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same year group in the following academic year, a new application must be made on behalf of that Student during the dates specified by the school as being the period when it will accept applications to all year groups other than First-Year (see section 7).

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.

5.2.2 Selection criteria in order of priority:

Applications to the Sruth Lán Gaeilge will only be considered where the Sruth Lán Gaeilge was indicated on the application form provided to Confey College by the Applicant. There will be a capacity to accommodate 24 students in the Sruth Lán Gaeilge with a minimum requirement of 10 students.

Confey College will apply the following criteria for admission to the Sruth Lán Gaeilge where the Sruth Lán Gaeilge is oversubscribed:

- 5.2.2.1. Siblings of students currently in attendance at Confey College and/ or Siblings of past pupils of Confey College (a past pupil is a student who has completed at least one academic year in Confey College); AND who are have been enrolled in a Gaelscoil for at least one full academic year;
- 5.2.2.2. Student attending Scoil Úi Dhalaigh and have been enrolled there for at least one full academic year;
- 5.2.2.3. Students of members of staff of Confey College who have attended a Gaelscoil for at least one academic year;
- 5.2.2.4. Student is attending Gaelscoil Escir Riada OR Scoil Naomh Padraig and has been enrolled there for at least one full academic year;
- 5.2.2.5. The Student has attained a level of fluency in the Irish language as a result of attendance at a Gaelscoil;
- 5.2.2.6. The Student has attained a level of fluency in the Irish language and said fluency would be likely to regress were s/he not admitted to the Sruth. Applicants are required to provide such evidence as they consider appropriate to demonstrate the Student's level of fluency in the Irish language and how same would regress if the student were not admitted to the school;

5.2.3 Selection process:

Confey College will apply the selection process as follows:

Having met the criteria for admission to the Sruth Lán Gaeilge, applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available the remaining Applicants are considered against the second criterion and those Applicants who meet this criterion will be offered a place within the school. This

process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Confey College will apply a random lottery to assign any available places in the Sruth Lán Gaeilge, or on the waiting list, to those applications.

5.2.4 Late applications:

An application received by Confey College after the closing date published by Confey College, and set out in the Admission Notice, will be considered a late application for the purposes of this Admission Policy.

Where the Sruth Lán Gaeilge for First 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 and 4.8. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where Sruth Lán Gaeilge for the First 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 Sruth Lán Gaeilge for the First 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.

5.2.5 Second/third-round offers of a place:

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

5.2.6 Acceptance of a place:

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

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

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

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

5.2.7 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:

- 5.2.7.1 The reasons that the Student was not offered a place in Confey College.
- 5.2.7.2 Details of the Student's ranking against the published selection criteria, if the year-group to which the applicant is applying is oversubscribed,
- 5.2.7.3 Details of the Student's place on the waiting list, if applicable, and
- 5.2.7.4 Details of the Applicant's right to appeal the decision

In addition to the conditions for consideration of an application as set out at 4.7 and 4.8 an offer of admission may not be made where:

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

5.2.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 5.2.8.1. The information contained in the application is false or misleading in a material respect, or
- 5.2.8.2. The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice of the school for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 5.2.8.3. An Applicant has not indicated:
 - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);
 - and
 - (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).
- 5.2.8.4. The number of applicants accepting an offer does not meet the minimum requirement for the formation of the Sruth class. Before offers are made for the Sruth, due diligence is carried out to ensure

that the minimum number of valid applications needed have been received.

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 5.2.4 above.

5.2.9 Appeals:

For information relating to an Applicant's right to appeal a decision of Confey College regarding admission to the Sruth Lán Gaeilge in the First-Year Group, see section 5.3.

5.3. 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 Confey College. 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 info@confeycollege.org.

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 Confey College 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 Confey College. 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 info@confeycollege.org. (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 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. Further information pertaining to appeals can be found at <https://www.section29appeals.gov.ie/>

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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- 6.2.2. Selection criteria in order of priority
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- 6.2.6. Acceptance of a place
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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 Confey College is not oversubscribed, all Students will be offered a school place, subject to sections 4.7 and 4.8.

A Student applying for admission to a year-group other than First-Year but seeking admission to the Special Class should see section 7 of this 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.

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 Confey 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, subject to the provisions of section 7.1.1 regarding the Special Class.

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

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

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

Where the Transition Year Programme and/or Leaving Certificate Applied Programme in Confey 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).

6.1.2 Selection criteria in order of priority

Confey College will apply the following criteria for admission to a year-group other than First-Year:

- 6.1.2.1 siblings of students currently attending Confey College and/or Siblings of past pupils of Confey College (a past pupil is a student who has completed at least one academic year in Confey College)
- 6.1.2.2 students whose family residence is in Confey
- 6.1.2.3 children of Staff members of Confey College
- 6.1.2.4 all other students

In all applications for places other than first year, the following points will be considered:

- (i) That, in the professional judgement of the School Authority, the student, because of previous education, training or experience is considered likely to benefit from attendance;
- (ii) That the participation of the student will contribute positively to the school and will not infringe upon the opportunities or rights of other students or staff.

Note: See section 6.2.2 for selection criteria applicable to admission to the Sruth Lán Gaeilge. 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

Confey 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, Confey College will apply a random lottery to assign any available places in the relevant year group, or on the waiting list, to those applications.

N.B. The number of places available in a year group is subject to reduction in the event that a placement(s) in the Special Class 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 reduced¹.

6.1.4 Late applications:

An application received by Confey College after the closing date published by Confey College, 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(s) 4.7, and 4.8. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where Confey College 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 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.

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:

¹ This approach is based on section 2 of the Education for Persons with Special Educational Needs (EPSEN) Act 2004, which requires that: “*A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with the best interests of the child as determined in accordance with any assessment carried out or the effective provision of education for children with whom the child is to be educated.*”

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

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

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

6.1.7 Refusal:

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

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

In addition to the conditions for consideration of an application as set out at 4.7 and 4.8, an offer of admission may not be made where:

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

6.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

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

and

- (ii) whether or not 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 Confey College regarding admission to a year-group other than First-Year, see section 6.3.

6.2 ADMISSION PROVISIONS FOR THE SRUTH LÁN GAEILGE (OTHER THAN FIRST-YEAR)

Sruth Lán Gaeilge offers partial instruction through Irish in a designated number of subjects to a cohort of Students within the school. Applications made ONLY for the Sruth Lán Gaeilge will be considered solely for that option. Applications made for the Sruth Lán Gaeilge **and** the English-medium stream will be considered for the Sruth Lán Gaeilge in the first instance and subsequently the English-medium stream.

In the event that the Sruth Lán Gaeilge for a given year group in Confey College is not oversubscribed, all Students who seek admission therein will be offered a place, subject to sections 4.7 and 4.8.

A Student applying for the Sruth Lán Gaeilge (other than First-Year) but seeking admission to the Special Class, should see section 7 of this Admission Policy. If the Student is also applying for a place in the mainstream Sruth Lán Gaeilge (other than First-Year) in the event of an unsuccessful application to the Special Class, this section 6 is also applicable.

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

6.2.1 Oversubscription:

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 6.2.2 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 Confey 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, subject to the provisions of section 7.1.1 regarding the Special Class.

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 made to all years other than the First-Year Group.

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

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

6.2.2 Selection criteria in order of priority:

Applications to the Sruth Lán Gaeilge will only be considered where the Sruth Lán Gaeilge was indicated on the application form provided to Confey College by the Applicant.

Confey College will apply the following criteria for admission to the Sruth Lán Gaeilge where the Sruth Lán Gaeilge is oversubscribed:

The Student has attained a level of fluency in the Irish language as a result of attendance at a Gael Cholaiste (transfer within the school);

6.2.2.1 Siblings of Confey College students who are attending a Gael Cholaiste;

6.2.2.2 All other students who are attending a Gael Cholaiste;

6.2.2.3 The Student has attained a level of fluency in the Irish language and said fluency would be likely to regress were s/he not admitted to the Sruth. Applicants are required to provide such evidence as they consider appropriate to demonstrate the Student's level of fluency in the Irish language and how same would regress if the student were not admitted to the school;

6.2.3 Selection process:

Confey College will apply the selection process as follows:

Having met the criteria for admission to the Sruth Lán Gaeilge, 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 Sruth Lán Gaeilge for the relevant year group 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 Sruth Lán Gaeilge for 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, Confey College will apply a random lottery to assign any available places in the Sruth Lán Gaeilge for the relevant year group, or on the waiting list, to those applications.

N.B. The number of places available in the Sruth Lán Gaeilge for a given 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 Sruth Lán Gaeilge year group, *i.e.* the selection process for the Special Class will be completed before the selection process for the Sruth Lán Gaeilge in a given 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 Sruth Lán Gaeilge year group(s) are reduced.²

6.2.4 Late Applications

An application received by Confey College after the closing date published by Confey College, and set out in the Admission Notice, will be considered a late application for the purposes of this Admission Policy.

Where the Sruth Lán Gaeilge for 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 and 4.8. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where the Sruth Lán Gaeilge for 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 Sruth Lán Gaeilge for 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.

6.2.5 Second/third-round offers of a place

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

6.2.6 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

² [1] This approach is based on section 2 of the Education for Persons with Special Educational Needs (EPSEN) Act 2004, which requires that: “*A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with the best interests of the child as determined in accordance with any assessment carried out or the effective provision of education for children with whom the child is to be educated.*”

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

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

6.2.7 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:

- 6.2.7.1. The reasons that the Student was not offered a place in Confey College;
- 6.2.7.2. Details of the Student's ranking against the published selection criteria, if the year group to which the Applicant is applying is oversubscribed;
- 6.2.7.3. Details of the Student's place on the waiting list, if applicable; and
- 6.2.7.4. Details of the Applicant's right to appeal the decision

In addition to the conditions for consideration of an application as set out at 4.7 and 4.8, an offer of admission may not be made where:

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

6.2.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

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

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place 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 6.2.4 above.

6.2.9 Appeals

For information relating to an Applicant's right to appeal a decision of Confey College regarding admission to the Sruth Lán Gaeilge in all years other than the First-Year Group, see section 6.4.

6.3 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 Confey College. 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 info@confeycollege.org.

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 Confey College 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 Confey College. 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 info@confeycollege.org. (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.

SECTION 7

APPLICATION TO THE ADDITIONAL CLASS

7 APPLICATION TO THE SPECIAL CLASS

7.1 Admission Provisions for the Special 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. Second/third-round offers of a place
- 7.1.6. Acceptance of a place
- 7.1.7. Refusal
- 7.1.8. Withdrawal of an offer

7.2 Appeals

- 7.2.1. Appeal where refusal was due to oversubscription
- 7.2.2. Appeal where refusal was for a reason other than oversubscription
- 7.2.3. Basis for a review by the board of management

7.1 ADMISSION PROVISIONS FOR THE SPECIAL CLASS

Confey College has a Special Class, established to provide education to Students with severe/complex educational needs arising from Autism/Autistic Spectrum Disorders.

Only applications in respect of Students whose needs fall within the category of special educational needs provided for by the Special Class will be considered. In this respect, the school requires that such severe/complex educational needs and the related diagnosis of the Student be evidenced and verified in a Relevant Report, the mandatory elements of which are set out in the Glossary of Terms section, and which has been prepared within the 24 months immediately preceding the Student's application to the Special Class, unless the application is for First Year and the Student is already enrolled in a Special Class in primary school at the time of application, in which case the Relevant Report does not need to be dated within 24 months of the application. The school also requires documentation from the NCSE (National Council for Special Education) confirming that the Student is known to the NCSE and has the required diagnosis and recommendation for a special class, in addition to a Relevant Report.

In the event that the Special Class in Confey College is not oversubscribed, all Students whose needs fall within the category of special educational needs provided for by the Special Class and who submit the requisite Relevant Report together with the documentation from the NCSE, will be offered a place in the Special Class, subject to sections 4.7 and 4.8.

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

7.1.1 Oversubscription:

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 7.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Confey 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.

7.1.2 Selection criteria in order of priority:

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

- 7.1.2.1 The greatest level of need, as determined by the Principal in consultation with the SEN team in the school, having considered the Relevant Report in respect of the Child; If two or more Students are tied on this criterion then the next selection criteria in the list will be applied to those students to determine the order of priority of those students.
- 7.1.2.2 Students who are currently enrolled in Confey College
- 7.1.2.3 Siblings of students currently attending Confey College
- 7.1.2.4 Siblings of past pupils of Confey College (a past pupil is a student who has completed at least one academic year in Confey College);
- 7.1.2.5 Applicants who are currently living in Confey
- 7.1.2.6 Any students in our feeder primary schools (see Glossary of Terms) and have been enrolled there for at least one full academic year;
- 7.1.2.7 Children of Staff of Confey College
- 7.1.2.8 All other students with an ASD class recommendation

7.1.3 Selection process:

Confey College will apply the selection process as follows:

Having met the criteria for admission to the Special Class, applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the Special 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 Special Class. 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, Confey College will apply a random lottery to assign any available places in the Special Class, or on the waiting list, to those applications.

N.B. The number of places available in a year group is subject to reduction in the event that a placement(s) in the Special Class 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.³

7.1.4 Late applications:

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

Where the Special 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, 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 sections 4.7, and 4.8. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where the Special Class 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 in the Special Class, subject to sections 4.7, and 4.8. and the same process as applies to

³ This approach is based on section 2 of the Education for Persons with Special Educational Needs (EPSEN) Act 2004, which requires that: “*A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with the best interests of the child as determined in accordance with any assessment carried out or the effective provision of education for children with whom the child is to be educated.*”

Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

7.1.5 Second/third-round offers of a place

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

7.1.6 Acceptance of a place:

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

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

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

7.1.7 Refusal:

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

- 7.1.7.1 The reasons that the Student was not offered a place in Confey College;
- 7.1.7.2 Details of the Student's ranking against the published selection criteria, if the year-group to which the applicant is applying is oversubscribed;
- 7.1.7.3 Details of the Student's place on the waiting list, if applicable; and
- 7.1.7.4 Details of the Applicant's right to appeal the decision

In addition to the conditions for consideration of an application as set out at 4.7, and 4.8 , an offer of admission may not be made where:

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

7.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

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

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place 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 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 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 Confey College. 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 info@confeycollege.org.

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.

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

An Applicant who was refused admission to Confey College 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 Confey College. 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 info@confeycollege.org. (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.

7.2.3. Basis for appeal:

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.