



Scoil Choilm Community National School

Porterstown Road, Clonsilla, Dublin 15

POLICY FOR ADMISSION

Scoil Choilm Community National School

Academic Year 2025-2026

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 Scoil Choilm Community National School, Laura O'Brien is responsible for the implementation of this Admission Policy.



INTRODUCTION TO SCOIL CHOILM COMMUNITY NATIONAL SCHOOL

General information, Vision & Mission Statement

Scoil Choilm CNS operates within the regulations as laid down by the Department of Education (DoE) and follows the primary school curriculum prescribed by the DoE. The primary school curriculum may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998). The principal and staff monitor teaching and learning within the school and are supported in this, through the external evaluation by the Department of Education Inspectorate. Scoil Choilm CNS works under the guidance and management of the school principal in conjunction with the in-school management team. The board of management and Patron (Dublin & Dún Laoghaire Education & Training Board) oversees the general running of the school.

Background

Scoil Choilm Community National School is a primary, co-educational, multi-denominational primary school which operates under the patronage of Dublin & Dun Laoghaire Education and Training Board (DDLETB). Scoil Choilm CNS aims to promote the full and harmonious development of all aspects of the child: intellectual, physical, cultural, moral, and spiritual. Scoil Choilm CNS seeks to provide a high standard of education where each child is encouraged to reach his/her personal potential. The school is committed to a spirit of inclusion, equality, and harmony where each child and member of the school community is valued and treated with respect.

Scoil Choilm CNS was established in September 2007. Since then, the school has grown from strength to strength. Scoil Choilm CNS is situated on the Porterstown Road in Clonsilla, Dublin 15. The school is comprised of two school buildings, each of which has 16 classrooms and a special needs unit. The school also has a large school hall. Scoil Choilm CNS shares a school campus with Lutrellstown Community College.

Scoil Choilm Community National School caters for the full range of Primary classes, from junior infants to sixth class. Scoil Choilm CNS has 32 mainstream classes and two special classes, which cater for pupils with a diagnosis of Autism and a recommendation that their educational and social needs would be best addressed through a placement in a special class for children with ASD. The school has a four-stream intake.

The board of management of Scoil Choilm CNS is committed to the successful implementation of recent legislation, in particular the Education Act, 1998, the Education Welfare Act 2000 and the Equal Status Act 2000. The board of management fully subscribes to the principles of partnership, accountability, transparency, inclusion, and respect for diversity, parental choice, and equality. The Board will fully subscribe to the core values of the school underpinning the characteristic spirit of the school: Excellence in education, Care, Equality, Community and Respect.

In view of the increasing population within the area served by the school, this admissions policy will be subject to regular review and possible change. Scoil Choilm CNS seeks to work in conjunction with the other two national schools in the locality namely: St Mochta's National School and St Patrick's National School to provide school places for all children in the area. In the case of an over-subscription of pupils for school places, schools will advise parents to apply to the other schools where there may be vacancies.



ETHOS, VISION AND MISSION STATEMENT OF SCOIL CHOILM CNS

Our vision for our school is to provide a welcoming, caring environment where all members of the school community are valued and treated with respect and dignity. We believe that children learn to the best of their ability when they feel happy and secure in school. The school seeks to develop a sense of community and partnership with children, parents, and staff. At all times the school tries to provide a high standard of education and to promote the full and harmonious development of the child. We believe that every member of the school community has an integral part to play in the development and overall wellbeing of the school.

The school is committed to a spirit of inclusion, equality, and partnership in education. It is the policy of Scoil Choilm CNS to respect, celebrate and recognise diversity in all aspects of human life. Children attending Scoil Choilm CNS are taught and encouraged to view diversity as something which reflects the community in which they are living and Ireland's increasingly multi-cultural society. The school encourages the children committed to its care to have a pride in what makes them different and a belief that difference when respected and valued gives strength and vibrancy to the total school community and the wider community in which they live.

Our mission is to provide a new model of primary education that reflects Ireland in the 21st Century. Scoil Choilm Community National School provides a welcome to each child in the community. We serve and create learning opportunities in a setting of diversity and inclusion. Our school caters for the physical, academic, social, and emotional needs of children within the school day in a supportive and caring environment.

Geographical Location

Scoil Choilm CNS is located in Clonsilla in Dublin 15. Appendix 1 outlines our catchment area.

School Details

Scoil Choilm CNS consists of approximately 850 children, 60 teachers and 19 SNAs. The school has two secretaries, a care-taker and 4 cleaners. Scoil Choilm CNS comprises of 32 mainstream classrooms, 2 special classes and 21 Special Education rooms. Due to our DEIS status, our school has a Home School Community Liaison Officer.

Curricular Programmes

In line with the Department of Education, Scoil Choilm CNS offers the following subjects: English, Irish, Maths, History, Geography, Science, Art, Music, Drama, Physical Education, Social Personal & Health Education, & GMGY.



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PART A

General Information for All Applicants

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



1. GLOSSARY OF TERMS

'Applicant' means the parent / guardian of a Child who has made an application for admission to Scoil Choilm, Community National School (CNS)

'Applicant' means the parent / guardian of a Child who has made an application for admission to Scoil Choilm Community National School (CNS).

'Child' and 'Student' means the person in respect of whom the application is being made. All uses of the word 'Student' or 'Child' throughout this Policy therefore imply 'prospective' as part of the interpretation. That is, the use of the word 'Student' does not mean that an application or acceptance of offer makes him/her a student of Scoil Choilm CNS; a person is only regarded as a student of Scoil Choilm CNS, 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 Child 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 Special Class in Scoil Choilm CNS in respect of the person on whose behalf the application is being made. The catchment area for Scoil Choilm CNS is defined in Appendix 1.

'Catchment Area for the Special Class(es)' refers to the same designated residential area for application to the Special Class(es) within Scoil Choilm CNS in respect of the person on whose behalf the application is being made.



'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.

'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. Scoil Choilm CNS has a Special Class, established to cater for special educational needs of Students with Autism/Autistic Spectrum Disorders, Disturbance.

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.

'Junior Infants' means the intake group of Students for the most junior class in school.

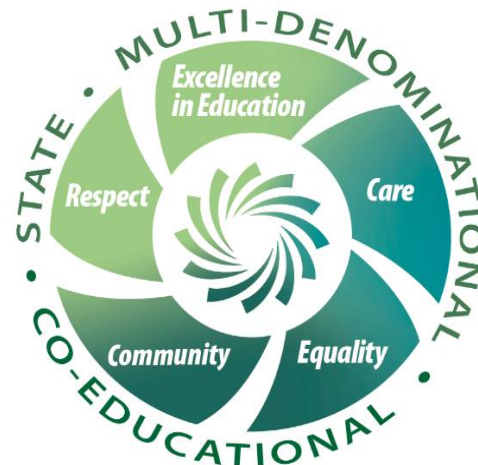
'Places' means that there are 112 places in each year group, 28 children across each of the four streams at each class level. There are 12 places in our special classes. This information is outlined in our Annual Admissions Notice, published on our website, each September.



2. ADMISSION STATEMENT

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

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



As the State provider of education, the ETB sector defines a 'multidenominational' school in the following way:

1. 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, Disability, membership of the Traveller community, sexual orientation, ability, or socio-economic status.

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



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

Accordingly, Scoil Choilm CNS shall not discriminate in its admission of a Child based on the following grounds:

- 2.1. Gender of the Child or Applicant.
- 2.2. Civil status of the Applicant.
- 2.3. Family status of the Child or Applicant.
- 2.4. Sexual orientation of the Child or Applicant.
- 2.5. Religion of the Child or Applicant.
- 2.6. Disability of the Child or Applicant.
- 2.7. Race of the Child or Applicant.
- 2.8. The Child's or Applicant's membership of the Traveller or Roma community.
- 2.9. Special educational needs of the Child or Applicant. However, as Scoil Choilm CNS, provides education exclusively for a category of special educational needs in a Special Class, it is not discriminatory to refuse to admit to that class a Child who does not have the specified special educational needs.

Scoil Choilm CNS shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Child.



3. LEGAL FRAMEWORK

Scoil Choilm CNS 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 Scoil Choilm CNS is a committee established under section 44 of the Education and Training Board Act 2013 and 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 5.2 in respect of applications made to the Junior Infant group and in section 6.2 in respect of applications made to all classes other than the Junior Infant 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 requests their child to opt-out of religious instruction. Where Community National Schools do not provide religious instruction within the school day, the need to make alternative arrangements does not arise.

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.

Community National Schools deliver a 'multi-belief and values education' curriculum called 'Goodness Me! Goodness You!' (GMGY). This curriculum is designed to cater for children of all religions and beliefs attending the school.

Scoil Choilm CNS 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.

Scoil Choilm CNS 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.

In relation to family disputes, if parents are not in agreement as to where their children should be enrolled in school, the court takes the view that the children having a constitutional right to an education are better in school than being out of school. If the parents cannot agree as to which school the children should attend, the solution should be sought in family law courts.

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 Scoil Choilm CNS **shall not consider**:

4.1 The payment of fees or contributions to the school.

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

- it is necessary to ascertain whether the Child has the category of special educational needs concerned for admission to a school approved by the Minister of Education providing education exclusively to Students with a specified category of special educational needs or a Special Class.

4.3 The occupation, financial status, academic ability, skills, or aptitude of a Child's Parent(s).



4.4 A Child's prior attendance at a pre-school or pre-school service, other than in relation to a Child's prior attendance at an Early Intervention class or an Early Start Pre-School, which classes and schools are specified in a list published by the Minister.

4.5 A requirement that a Child or his or her Parent(s), attend an interview, open day, or other meeting as a condition of admission.

A Child'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 Child concerned attending, or having attended, the school,] [or a Parent or grandparent having previously attended the school. However, the maximum number of places filled by this criterion does not exceed 25% of the available places as set out in the school's Admission Notice for that academic year

4.6 The date and time on which an application for admission was received by the school if it is received during the period specified for receiving applications set out in the annual admissions notice for that academic year.

4.7 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual admissions notice for that academic year.

4.8

Scoil Choilm CNS will consider the offer of a place to every Child seeking admission to the school, **unless one of the following applies:**

4.8 The Parent fails to confirm in writing that s/he accepts the Student Code of Behaviour and shall make all reasonable efforts to ensure compliance with such code by the Child if the Child becomes a Student in the school;

4.9 The Child seeking admission to a Special Class in the school does not have the category of special educational needs specified by the Minister of Education in respect of that class or has not attained a place in the class relevant to that Child.



Where Scoil Choilm CNS, considers an application, each child 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 Junior Infant Group.

Section 6 of this Policy addresses the selection criteria and other matters related to the admission provisions for all classes other than Junior Infants.

Section 7 of this Policy addresses the selection criteria and other matters related to the admission provisions for the Special Classes

PART B

Information for Specific Categories of Applicants

- 5. *Application to the Junior Infant Group***
- 6. *Application to All Classes Other Than Junior Infants***
- 7. *Application to the Special Classes***



SECTION 5

APPLICATION TO THE JUNIOR INFANT GROUP

5. APPLICATION TO THE JUNIOR INFANT GROUP

5.1 Admission Provisions (Junior Infant Group)

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

5.2 Appeals

- 5.2.1. Appeal where refusal was due to oversubscription
- 5.2.2. Appeal where refusal was for a reason other than oversubscription
- 5.2.3. Basis for review by the Board of Management



5.1 ADMISSION PROVISIONS (JUNIOR INFANT GROUP)

Where Scoil Choilm CNS is not oversubscribed, all Children will be offered a school place, subject to section(s) 4.8 and 4.9.

A Child applying for the Junior Infant Group but seeking admission to the Special Class should see section 7 of this Admissions Policy. If the Child is also applying for a place in the mainstream Junior Infant Group in the event of an unsuccessful application to the Special Class, this section 5 is also applicable.

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 Scoil Choilm CNS is able 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 children have been placed on the waiting list, subject to the provisions of section 7.1.1 regarding the special classes.

For the avoidance of doubt, if a Child 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 class group in the following academic year, a new application must be made on behalf of that Child during the dates specified by the school as being the period when it will accept applications to all classes other than the Junior Infants Group.

Where an application is made on behalf of a Child for both the Special Class and a mainstream class 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 that was offered.

The children must be age appropriate for the class that the parents are applying for. The school will provide guidance to parents with regard to this. Children who are twins will be placed into different classes.

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



5.1.2 Selection criteria in order of priority

Scoil Choilm CNS will apply the following criteria for admission to the Junior Infant Group:

Children who are four years of age or older, on or before the 31st of May of the year of entry. Priority is given to older children.

Places within this category will be allocated in the following order of priority

Category A:

- The child has siblings currently enrolled in our school (including stepsiblings, resident at same address) of children already enrolled

In the event of the number of children in category A, exceeding the number of places available each year, children will be offered a place according to their chronological age.

Category B:

- The child resides in the catchment area

In the event of the number of children in category B, exceeding the number of places available each year, children in the catchment area, will be offered a place according to their chronological age.

Category C:

- If the child resides outside the catchment area

In the event of the number of children in category C, exceeding the number of places available each year, children outside the catchment area, will be offered a place according to their chronological age.

All unsuccessful applicants will be placed on a waiting list, in accordance with the above criteria, for places that may become available.

In any of the above categories where two children are of the same date of birth, a lottery system will apply. Names of the children who are the same age will be put into a hat and randomly selected in the presence of an independent supervisor.

All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998.

Note: See section 7 for selection criteria applicable to admission to the Special Class.

5.1.3 Selection process

Scoil Choilm CNS 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 considering 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.

An Applicant will be offered a place in Scoil Choilm CNS based on the number of the published selection criterion met by him/her i.e., an Applicant who meets three of the specified application criteria will be given priority over an Applicant who meets two of the specified application criteria.

N.B. The number of places available in a mainstream class group is subject to reduction in the event that a placement(s) in the Special Class is/are given to Student(s) from that mainstream class group, i.e. the selection process for the Special Class will be completed before the selection process for the mainstream class 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 class group(s) are reduced¹.

Where two or more applications are tied in the foregoing selection process, Scoil Choilm CNS will apply a random lottery to assign any available places, in the school or on the waiting list.

Twins/ Triplets:

Applications for twins/triplets will be considered a joint application in the interest of fairness to families. Children who are twins or triplets will be placed into different classes.

5.1.4 Late applications

An application received by Scoil Choilm CNS, 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.

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."



Where Scoil Choilm CNS 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 section 4.8 & 4.9 of this Admission Policy.

Where Scoil Choilm CNS is not oversubscribed and it receives a late application, the Child seeking admission will receive an offer of a place within the school, subject to section 4.8 and 4.9 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.

N.B. The number of places available in a mainstream class group is subject to reduction in the event that a placement(s) in the Special Class is/are given to Student(s) from that mainstream class group, *i.e.* the selection process for the Special Class will be completed before the selection process for the mainstream class 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 class group(s) are reduced

5.1.5 Second/third-round offers of a place

Where a Child is in receipt of an offer of a place within Scoil Choilm CNS but does not accept the offer or fails to accept within the specified time, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Child 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 Child 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 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.

Note: Junior Infants who are twins will be placed into different classes.

5.1.7 Refusal

Where a Child 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 Child was not offered a place in Scoil Choilm CNS,
- 5.1.7.2. Details of the Child's ranking against the published selection criteria, if the class-group to which the Applicant is applying is oversubscribed.
- 5.1.7.3. Details of the Child'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 4.8 and 4.9, 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 other 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 other school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Child 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 Child shall be treated as a late application in line with section 5.1.4 above.

5.2 APPEALS

5.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Scoil Choilm CNS. 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 scoilchoilm@sccns.ie

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's 'Procedures for hearing and determining



appeals under section 29', such an appeal must be not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

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

An Applicant who was refused admission to Scoil Choilm CNS, 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, available from the school office or online by emailing scoilchoilm@sccns.ie (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect. 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 scoilchoilm@sccns.ie (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

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

If an Applicant who 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.



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.

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 under section 29A of the Education Act 1998.

5.2.3. 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 appeal the decision.



SECTION 6

APPLICATION TO ALL CLASSES OTHER THAN JUNIOR INFANTS

6 APPLICATION TO ALL CLASSES OTHER THAN JUNIOR INFANTS

6.1 Admission Provisions (other than Junior Infants)

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

6.2 Appeals

- 6.2.1. Appeal where refusal was due to oversubscription
- 6.2.2. Appeal where refusal was for a reason other than oversubscription
- 6.2.3. Basis for a review by the Board of Management



6.1 ADMISSION PROVISIONS (OTHER THAN JUNIOR INFANTS)

Where Scoil Choilm CNS is not oversubscribed, all Children will be offered a school place, subject to section(s) 4.8 and 4.9.

A Child applying for admission to a class other than Junior Infants but seeking admission to the Special Class should see section 7 of this Admissions Policy. If the Child is also applying for a place in the mainstream class in the event of an unsuccessful application to the Special Class, this section 6 is also applicable.

If the Student is also applying for a place in the mainstream class group other than The Junior Infant Year in the event of an unsuccessful application to the Special Class, this section 6 is also applicable.

The children must be age appropriate for the class that the parents are applying for. The school will provide guidance to parents with regard to this. Children who are twins will be placed into different classes.

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 Scoil Choilm CNS 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 Children have been placed on the waiting list, subject to the provision of section 7.1 regarding the special classes.

For the avoidance of doubt, if a Child 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 class group in the following academic year, a new application must be made on behalf of that Child during the dates specified by the school as being the period when it will accept applications to all classes other than the Junior Infants Group.

Where an application is made on behalf of a Child for both the Special Class and a mainstream class 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 that was offered.



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

6.1.2 Selection criteria in order of priority

Scoil Choilm CNS will apply the following criteria for admission to all classes other than Junior Infants:

Children must be of age for the year group they are applying for

Category A:

- The child has siblings currently enrolled in our school (including stepsiblings, resident at same address) of children already enrolled.

In the event of the number of children in category A, exceeding the number of places available each year, children who are siblings of students in Scoil Choilm CNS, will be offered a place according to their chronological age.

Category B:

- The child resides in the catchment area

In the event of the number of children in category B, exceeding the number of places available each year, children in the catchment area, will be offered a place according to their chronological age.

Category C:

- The child resides outside the catchment area

In the event of the number of children in category C, exceeding the number of places available each year, children outside the catchment area, will be offered a place according to their chronological age.

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

Note: Before considering an application, an appropriate class level will be agreed between the parents and the school.

See section 7 for selection criteria applicable to admission to the Special Class.

6.1.3 Selection process



Scoil Choilm CNS 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 considering 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, Scoil Choilm CNS will apply a random lottery to assign any available places in the school or on the waiting list.

The number of places available in a mainstream class group is subject to reduction in the event that a placement(s) in the Special Class is/are given to Student(s) from that mainstream class group, i.e. the selection process for the Special Class will be completed before the selection process for the mainstream class 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 class group(s) are reduced.

6.1.4 Late applications:

An application received by Scoil Choilm CNS 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, sections 4.8 and 4.9.

Where Scoil Choilm CNS 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 Scoil Choilm CNS is not oversubscribed and it receives a late application, the Child seeking admission will receive an offer of a place within the school, subject to sections 4.8 and 4.9 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 Child is in receipt of an offer of a place within Scoil Choilm CNS 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 Child on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

6.1.6 Acceptance of a place:

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

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

6.1.7 Refusal:

Where a Child 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 Child was not offered a place in Scoil Choilm CNS.
- 6.1.7.2. Details of the Child's ranking against the published selection criteria, if the class-group to which the Applicant is applying is oversubscribed.
- 6.1.7.3. Details of the Child'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 4.8 and 4.9, 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:

- 6.1.7.5. The information contained in the application is false or misleading in a material respect, or
- 6.1.7.6. The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice of the school for the 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
- 6.1.7.7. An Applicant has not indicated:
 - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school and if so, the details of the school(s).
and
 - (ii) whether or not s/he has accepted an offer of admission from other school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Child 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 Child shall be treated as a late application in line with section 6.1.4 above.



6 APPEALS

6.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Scoil Choilm CNS. 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 for the bringing of such an appeal is specified by the Minister for Education after the publication of this Admission Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing scoilchoilm@sccns.ie

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's 'Procedures for hearing and determining appeals under section 29', such an appeal must be not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

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

An Applicant who was refused admission to Scoil Choilm CNS 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 on the school's website, for it to



be reviewed by the board of management of Scoil Choilm CNS, 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 scoilchoilm@sccns.ie. (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

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

If an Applicant who 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.

6.2.2. Basis for review by the Board of Management

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



SECTION 7

APPLICATION TO THE SPECIAL CLASSES

7 APPLICATION TO THE SPECIAL CLASSES

7.1 Admission Provisions for the Special Classes

- 7.1.1. Oversubscription
- 7.1.2. Selection criteria in order of priority
- 7.1.3. Selection process
- 7.1.4. Late Applications
- 7.1.5. Second/third-round offers of a place
- 7.1.6. Acceptance of a place
- 7.1.7. Refusal
- 7.1.8. 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 CLASSES

Scoil Choilm CNS has two Special Classes, Sonas and Bród, established to cater for the special educational needs of Students with Autism/Autistic Spectrum Disorders.

Only applications in respect of Children 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.

All applicants for a place in the special classes must have an up-to-date psychological assessment and a recommendation from a psychologist that a place in a special class is required/recommended. Please see Appendix 2 for further details.

Where the Special Classes in Scoil Choilm CNS are not oversubscribed, all Children whose needs fall within the category of special educational needs provided for by the Special Class will be offered a place in the Special Class, subject to section(s) 4.8 and 4.9.

7.1.1 **Oversubscription:**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 7.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Scoil Choilm CNS is in a position to offer further school 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 Children 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 mainstream class 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 the school year, i.e. if another place subsequently became available in the Special Class during the 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 mainstream class group for that Student.



Where an application is made on behalf of a Child 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 that was offered.

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

If a transfer Student is offered a place in the Special Class from the waiting list, the offer is subject to there being a place available in the relevant mainstream class group for that Student. If there is not a place available in the relevant mainstream class 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 mainstream class group for that Student.

For clarity, even if a place becomes available in each mainstream class group, if there is a waiting list for that mainstream class group, the Students on that list have first refusal at the place in the mainstream class group irrespective of any matters relating to the Special Class.

For the avoidance of doubt, if a child does not receive a place in the special class for a given academic year, but he/she wishes to be considered for admission for the special class for the following academic year, a new application must be made on behalf of the child, during the dates specified by the school as being the period when it will accept applications for the special class (see Admissions Notice).

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 Child is admitted to the school.



Repeating Classes in the SNU

The Primary School curriculum is designed as an eight-year course, including a two-year infant cycle followed by six years in standards from first to sixth, with children progressing to the next grade at the end of each school year. Every effort will be made to ensure that each child in the SNU class reaches his/ her fullest potential in the eight years that they are in Scoil Choilm CNS.

The eight-year cycle is dependent on the class the child enters into on commencement of school. e.g. if the child enters school in 2nd class, from the mainstream setting, they will complete five years in Scoil Choilm CNS in the special class. For new entrants, not from the mainstream, the place will be offered to a Junior Infant-aged child.

Moving from Sonas to Bród of Visa Versa

Please note that children can be moved from Sonas to Bród depending on their age and the needs of the other children in the class. Parents will be informed of this before the next academic year commences.

7.1.2 Selection criteria in order of priority:

Applications to the Special Class will be dealt with on a case-by-case basis, taking cognizance of the needs of the other children in the class and class dynamics. Applications will only be considered if the Child's needs fall within the specified category of special educational needs provided for by this class, a diagnosis of ASD and a recommendation for the special class. Subject to this requirement, in the event of oversubscription, the following criteria for admission to the Special Class will apply:

Prioritisation will follow the sequence below.

7.1.2.1:

The child is 4 years of age or older, on or before the 31st of May, in the year of entry. The children in our special class will commence their school in Junior classes.

7.1.2.2:

The child is currently enrolled in our mainstream setting with a diagnosis of ASD and a recommendation for a special needs class.

7.1.2.3:

The child has siblings currently attending Scoil Choilm CNS (including stepsiblings, resident at the same address if they meet the criteria in relation to age and ability to integrate into mainstream).

7.1.2.4:



The child resides in the catchment area. The catchment area, for enrolment purposes is in the Dublin 15 area and is outlined in Appendix 1.

7.1.2.5:

The child resides outside the catchment area unless the area in which they live is within the catchment area of another Community National School which has vacancies in their special needs class.

7.1.3 Selection process:

Scoil Choilm CNS will apply the selection process as follows:

Having met the criteria for admission to the Special Class, applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available the remaining Applicants are considered against the second criterion and those Applicants who meet this criterion will be offered a place within the Special Class. 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, Scoil Choilm CNS will apply a lottery to assign any available places in the Special Class.

All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998 providing the uni has not reached its full capacity.

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.

7.1.4 Late applications:

An application received by Scoil Choilm CNS 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.

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."



An application received by Scoil Choilm CNS 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 Scoil Choilm CNS 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) 4.8 and 4.9. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where Scoil Choilm CNS is not oversubscribed, i.e. there is no waiting list, and it receives a late application, the Child seeking admission will receive an offer of a place within the school, subject to sections 4.8 and 4.9 the same process as applies to Applicants whose applications were received before the closing date will be operated i.e. an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

7.1.5 Second/third-round offers of a place

Where a Child is in receipt of an offer of a place within Scoil Choilm CNS 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 Child 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 special classes 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's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether 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 Scoil Choilm CNS.
- 7.1.7.2 Details of the Student's ranking against the published selection criteria, if the class-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 4.8 and 4.9, 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 other 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 other school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Child 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 Child 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 on the school's website, for it to be reviewed by the board of management of Scoil Choilm CNS. 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 scoilchoilm@scdns.ie

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's 'Procedures for hearing and determining appeals under section 29', such an appeal must be not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have



passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

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

An Applicant who was refused admission to Scoil Choilm CNS 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 on the school's website, for it to be reviewed by the board of management of Scoil Choilm CNS. 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 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 scoilchoilm@scdns.ie

(An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

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

If an Applicant who 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 a review by the board of management:



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

This policy is subject to regular review by DDLETB & the Board of Management of Scoil Choilm CNS.

Signed:

Laura Maher (Principal)

John Walsh (Chairperson)

Date: June 2024

Appendix 1 Catchment Area- SCOIL CHOILM CNS

ALDEMERE	LUTRELLSTOWN GROVE	RIVERWOOD COURT	ST. MOCHTA'S GROVE
ANNFIELD CRESCENT	LUTRELLSTOWN CLOSE	RIVERWOOD HEATH	PORTERSFIELD APARTMENTS
ALLENDALE SQUARE	LUTRELL PARK CLOSE	RIVERWOOD LAWN	PORTERSGATE AVENUE
ANNFIELD DRIVE	LUTRELL PARK COURT	RIVERWOOD PARK	PORTERSGATE CLOSE
ANNFIELD LAWN	LUTRELL PARK DRIVE	RIVERWOOD VIEW	PORTERSGATE COURT
ANNFIELD VIEW	LUTRELL PARK GREEN	RIVERWOOD PLACE	PORTERSTOWN ROAD
ASPEN WOOD	LUTRELL PARK GROVE	RIVERWOOD TERRACE	PARK MANOR
BARBERSTOWN	LUTRELL PARK LAWN	RIVERWOOD VALE	STATIONCOURT HALL
BARNHILL	LUTRELL PARK VIEW	RIVERWOOD WAY	STATIONCOURT VIEW
BRAMLEY AVENUE	LUTRELL PARK WAY	RUGGED LANE	STATION COURT PARK
FERNLEIGH GROVE	LUTRELLSTOWN	ROCKFIELD CLOSE	ST. MOCHTA'S LAWN
BRAMLEY COURT	LUTRELLSTOWN AVENUE	ROCKFIELD DRIVE	THE BEECHES
BRAMLEYCRESCENT	LUTRELLSTOWN CHASE	ROCKFIELD PARK	THE COURTYARD
BRAMLEY GARTH	LUTRELLSTOWN VIEW	RIVERWOOD DRIVE	THE ORCAHRD



BRAMLEY HEATH	LUTTRELLSTOWN WALK	RIVERWOOD CHASE & SQAURE	THE VILLAGE
BRAMLEY PARK	LUTTRELLSTOWN COURT	RIVERWOOD COPSE	WOOD BROOK PARK
BRAMLEY WAY	LUTTRELLSTOWN CRESCENT	SANDHOLE	WARREN CRESCENT
BURNELL AVENUE	LUTTRELLSTOWN DALE	SANDPITS	WOOD BRROK SQUARE
BURNELL GREEN	LUTTRELLSTOWN WAY	SHELERIN ROAD 1-5	WOOD BROOK CRESCENT
CHARNWOOD	LUTTRELLSTOWN DRIVE	SOMERTON (GOLF COURSE)	WOOD BROOK HALL
CARPENTERSTOWN MANOR	LUTTRELLSTOWN GLADE	SOMERTON LANE	WOOD BROOK HALL
CARPENTERSTOWN ROAD	LUTTRELLSTOWN GREEN	SORRELL	WOOK BROOK COURT
COLLEGE GATE	LUTTRELLSTOWN HEATH	ST. MOCHTA'S GREEN	WOOD BROOK CRESCENT
COOLMINE GREEN	LUTTRELLSTOWN HEIGHTS	ST. MOCHTA'S AVENUE	WESTMANSTOWN
CASTLEFIELD	LUTTRELLSTOWN LAWN	ST. MOCHTA'S CHASE	
COOLMINE CLOSE	LUTTRELLSTOWN OAK	ST. MOCHTA'S DRIVE	
DISWELLSTOWN HOUSE	LUTTRELLSTOWN PARK	STATION COURT WAY	
DISWELLSTOWN COTTAGES	LUTTRELLSTOWN PLACE	STATION VIEW	
DISWELLSTOWN MANOR	LUTTRELLSTOWN RISE	STRAWBERRY BEDS	
FERNLEIGH CLOSE	LUTTRELLSTOWN THICKET	ST. MOCHTA'S ROAD	
FERNLEIGH COURT	MANOR COURT	ST. MOCHTA'S VALE	
FERNLEIGH CRESCENT	MOUNT SYMON AVENUE	PORTERSGATE GROVE	
FERNLEIGH DALE	MOUNT SYMON CLOSE	PORTERSGATE CRESCENT	
FERNLEIGH LAWN	MOUNT SYMON CRESCENT	PORTERSGATE HEIGHTS	
FERNLEIGH DENE	MOUNT SYMON DALE	PORTERSGATE DRIVE	
FERNLEIGH DRIVE	MOUNT SYMON DRIVE	RIVERWOOD HALL	
FERNLEIGH GRANGE	MOUNT SYMON RISE	PORTERSGATE RISE	
FERNLEIGH HEATH	MOUNT SYMON GREEN	RIVERWOOD GROVE	
FERNLEIGH PARK	MOUNT SYMON LAWN	RIVERWOOD GREEN	
FERNLEIGH PLACE	MOUNT SYMON PARK	PORTERSGATE GREEN	
FERNLEIGH VALE	MOUNTAIN VIEW COTTAGES	PORTERSGATE VIEW	

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FERNLEIGH VIEW	MULBERRY CRESCENT	RIVERWOOD GLEN	
FERNLEIGH GREEN	MULBERRY DRIVE	PORTERSGATE WAY	
HOMLEIGH	MULBERRY LAWN	WARREN AVENUE	
HAMILTON PARK	MULBERRY PARK	WARREN CLOSE	
INGLEWOOD KIRKPATRICK DRIVE	MULBERRY COURT	ST. MOCHTA'S GREEN	
KIRKPATRICK DRIVE	OLD FARM	ST. MOCHTA'S VALE	
KIRKPATRICK AVENUE	ORCHARD AVENUE	ST. MOCHTA'S GROVE	
KELLYSTOWN ROAD	OUTFARM LANE	WOOD BROOK CRESCENT	
LAMBOURN AVENUE	RIVERWOOD CLOSE	WARREN GREEN	
LAMBOURN COURT	RIVERWOOD GLEBE	WEAVERS ROW & HALL	
LAMBOURN PARK	RIVERWOOD GARDENS	WEAVERS WALK & WOOD	
LARCH GORVE	RIVERWOOD DENE	WINDEMERE	
LIMELAWN	RIVERWOOD DALE	WINDMILL	
LOHUNDA ESTATE	RIVERWOOD CRESCENT	WOODBERRY	
LUTRELLSTOWN GROVE	RIVERWOOD HEATH	WOOK BROOK COURT	