

# **Bishopstown Community School**

*Westgate Road, Bishopstown, Cork.*

*91397T*

## **Admissions Policy**



School Patrons:  
Diocese of Cork and Ross  
Cork Education and Training Board

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## 1 Glossary of Terms

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**‘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 Bishopstown Community School.

**‘Deaf Facility’** Bishopstown Community School has a Special Class, established to cater for the special educational needs of students who are Deaf/ Hard of Hearing; this is referred to as our Deaf Facility.

**‘Feeder Primary Schools’** refers to the primary schools of preference for application to Bishopstown Community School. The feeder primary schools for Bishopstown Community School, in alphabetical order are:

- 1.1. Ballinora National School; Roll Number: 18428O
- 1.2. Ballyheada National School; Roll Number: 15550T
- 1.3. Gaelscoil an Teaghlaigh Naofa; Roll Number: 18292P
- 1.4. Gaelscoil Ui Riada; Roll Number: 19852J
- 1.5. Glasheen Boys National School; Roll Number: 17993R
- 1.6. Glasheen Girls National School; Roll Number: 17105I
- 1.7. Goggin’s Hill National School; Roll Number: 12263B
- 1.8. Greenmount National School; Roll Number: 12473M
- 1.9. Morning Star National School; Roll Number: 18734V
- 1.10. St. Catherine’s National School; Roll Number: 18253F
- 1.11. St. Columba’s Girls National School with facility for Deaf Children;  
Roll Number: 05508O
- 1.12. St. Finbarres National School; Roll Number: 18356P
- 1.13. St Maries of the Isle National School; Roll Number: 14000C
- 1.14. Scoil an Spioraid Naoimh Buachailli; Roll Number: 20077A
- 1.15. Scoil an Spioraid Naoimh Cailini; Roll Number: 19000E
- 1.16. Togher National School (Boys); Roll Number: 13980L
- 1.17. Togher National School (Girls); Roll Number: 18566D

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

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

**‘Sex’** refers to the designation of a person, on that person’s birth certificate, or gender recognition certificate, as male or female based on their anatomy (genitalia and/or reproductive organs) or biology (chromosomes and/or hormones). 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.

**‘Special Class’** means a class that has, with the approval of the Minister of Education and Skills, been established by a school to provide an education exclusively for Students with a category or categories of special educational needs specified by the Minister of Education and Skills.

**‘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 Bishopstown Community School by virtue of application alone.

## 2 Admission Statement

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### 2.1 Introduction

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

The policy was approved by the school patron on **Sept 21<sup>st</sup> 2023**. It is published on the school's website and will be made available in hardcopy, to any person who requests it in writing.

The Board of Management delegates the processing of enrolment application on its behalf to the school Principal, in accordance with its Admissions Policy. The Board of Management makes the final decision in relation to applications for enrolment. All admissions are subject to the approval of the Board of Management.

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

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

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

### 2.2 Characteristic spirit and general objectives of the school

Bishopstown Community School was established with the object of providing a comprehensive system of post-primary education open to all the children of the community, combining instruction in academic and practical subjects, and ongoing education for persons living at or near Bishopstown, Co. Cork and generally for the purpose of contributing towards the spiritual, moral, mental and physical wellbeing and development of the Community.

### **2.3 Admission Statement**

Bishopstown Community School will not discriminate in its admission of a student to the school on any of the following grounds:

- (a) the gender of the student or the applicant;
- (b) the civil status of the student or the applicant;
- (c) the family status of the student or the applicant;
- (d) the sexual orientation of the student or the applicant;
- (e) the religion of the student or the applicant;
- (f) the disability of the student or the applicant;
- (g) the race of the student or the applicant;
- (h) membership of the Traveller community of the student or the applicant;
- (i) 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).

As per section 61 (3) of the Education Act 1998, ‘civil status ground’, ‘disability ground’, ‘discriminate’, ‘family status ground’, ‘gender ground’, ‘ground of race’, ‘religion ground’, ‘sexual orientation ground’ and ‘Traveller community ground’ shall be construed in accordance with section 3 of the Equal Status Act 2000.

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

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

## **2.4 Categories of Special Educational Needs catered for in the school/special class**

Bishopstown Community School has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

Bishopstown Community School has established a class to provide an education exclusively for students who are Deaf/ Hard of Hearing.

## **2.5 Declaration in relation to the non-charging of fees**

The Board of Bishopstown Community School or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

## **2.6 Arrangements regarding students not attending Religious Instruction**

Bishopstown Community School does not provide 'religious instruction' to its students. All students study Religious Education and follow the nationally approved NCCA Religious Education specification/syllabus at both Junior and Senior Cycle. Religious instruction (or worship) does not form part of any class activity within Religious Education.

Students are given the opportunity to opt out from liturgical celebrations.

Parents should contact the school principal should they have any questions in relation to this

## 3 General Admission Provisions

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### 3.1 What will be considered or taken into account:

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 school's official application form received during the period specified in our annual admission notice.

### 3.2 What will not be considered or taken into account:

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) the payment of fees or contributions (howsoever described) to the school;
- (b) a student's academic ability, skills or aptitude;  
other than in relation to:  
admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and/or
- (c) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (d) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (e) a student's connection to the school by virtue of 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.
- (f) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.



This is also subject to the school making offers based on existing waiting lists (up until 31<sup>st</sup> January 2025 only).

### **3.3 Admission of Students:**

Bishopstown Community School will consider the offer of a place to every Student seeking admission, unless one of the following applies:

- 3.3.1 The student seeking admission will not have attained at least 12 years of age on the 1st day of January of the school year for which s/he is seeking to be enrolled or has not completed a full course of primary education or the equivalent, as are both required under section X of the Department of Education and Skills' Rules and Programme for Secondary Schools 2004/05;
- 3.3.2 the school is oversubscribed (please see [section 4.1.1](#) below for further details)
- 3.3.3 a parent of a student, or in the case of a student who has reached the age of 18 years, the student, when required by the Principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the Code of Behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student
- 3.3.4 The Deaf Facility in Bishopstown Community School provides an education exclusively for students who are Deaf/ Hard of Hearing and the school will refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

Where Bishopstown Community School considers an application, each Student shall receive a place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application.

[Section 4](#) of this Policy addresses the selection criteria and other matters related to the admission provisions for the First-Year Group.

[Section 5](#) of this Policy addresses the selection criteria and other matters related to the admission provisions for all year groups other than First-Year.

[Section 6](#) of this Policy addresses the selection criteria and other matters related to the admission provisions for the Deaf Facility.

# **PART B**

## ***Information for Specific Categories of Applicants***

- 4. Application to the First-Year Group***
- 5. Application to All Year Groups Other Than First-Year***
- 6. Application to the Deaf Facility***

## 4 Application to the First-Year Group

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### 4.1 Admission Provisions (First-Year group)

- 4.1.1 Oversubscription
- 4.1.2 Selection process
- 4.1.3 Late Applications
- 4.1.4 Second/third-round offers of a place
- 4.1.5 Acceptance of a place
- 4.1.6 Refusal
- 4.1.7 Sharing of Data with Other Schools
- 4.1.8 Appeals

### 4.2 Reviews/ Appeals

- 4.2.1 Review of decisions by the Board of Management
- 4.2.2 Right of Appeal

Where Bishopstown Community School is not oversubscribed, all Students will be offered a school place, subject to sections 3.3.1, 3.3.2, and 3.3.3.

A Student applying for the First Year Group but seeking admission to the Special Class should see section 6 of this Admissions Policy.

On the instruction of the Principal, applications may be referred to the Board of Management at the next scheduled full board meeting for their consideration.

#### 4.1.1 Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

- If the Student has siblings currently enrolled in the school;
- Whether the Student attended one of the feeder primary schools as listed in the glossary of terms accompanying this policy.
- If the Student has siblings who were previously enrolled in the school;

Note: See section 6 for selection criteria applicable to admission to the Deaf Facility.

#### **4.1.2 Selection Process**

Bishopstown Community School will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the 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, Bishopstown Community School will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

#### **4.1.3 Late Applications**

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

Where Bishopstown Community School is oversubscribed and receives a late application for admission, same will receive a place on the waiting list beneath Applicants whose applications were received by Bishopstown Community School before the closing date for applications. Such applications will be placed on the waiting list in accordance with the date and time they were received by Bishopstown Community School and subsequently Bishopstown Community School's selection criteria will be applied in accordance with this Policy.

Where Bishopstown Community School is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Bishopstown Community School, subject to sections 3.3.1, 3.3.2, 3.3.3, and 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.

#### **4.1.4 Second/ Third Round Offers of a Place**

Where a Student is in receipt of an offer of a place within Bishopstown Community School 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.

#### **4.1.5 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.

#### **4.1.6 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:

- 4.1.6.1 The reasons that the Student was not offered a place in Bishopstown Community School.
- 4.1.6.2 Details of the Student's ranking against the published selection criteria,
- 4.1.6.3 Details of the Student's place on the waiting list, if applicable, and

4.1.6.4 Details of the Applicant's right to appeal the decision.

An offer of admission may be withdrawn where:

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

4.1.6.6 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 2020/2021 academic year, or in the case of a late application, or second/third-round offer, within 2 weeks, or

4.1.6.7 An Applicant has not indicated:

(i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(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).

#### **4.1.7 Sharing of Data with Other Schools**

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

#### **4.1.8 Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Bishopstown Community School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Bishopstown Community School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the

waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

#### **4.1.9 Appeals**

For information relating to an Applicant's right to appeal a decision of Bishopstown Community School regarding admission to the First-Year group, see section 4.2



## **4.2 Reviews/Appeals**

### **4.2.1 Review of decisions by the Board of Management**

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the Board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The Board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

### **4.2.2 Right of appeal**

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board

of Management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

## 5 Application to all Year Groups other than First Year

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### 5.1 Admission Provisions (Other than First-Year)

- 5.1.1 Oversubscription
- 5.1.2 Selection process
- 5.1.3 Late Applications
- 5.1.4 Second/third-round offers of a place
- 5.1.5 Acceptance of a place
- 5.1.6 Refusal
- 5.1.7 Sharing of Data with Other Schools
- 5.1.8 Appeals

### 5.2 Reviews/ Appeals

- 5.2.1 Review of decisions by the Board of Management
- 5.2.2 Right of Appeal

The acceptance of an application for a student transferring from another school will be subject to the following additional criteria:

- The school has not exceeded its capacity
- The availability of a place in the particular year
- The availability of a suitable curriculum for the applicant

The Principal, on behalf of the Board of Management, reserves the right to determine the placement of a student into a specific year group or programme.

Where it is established that a student's behaviour has been a threat to health and safety in or to their previous school(s) community(ies), the Board of Management may decide not to accept such a student in the interest of the health and safety of the general school community.

Where a student has been expelled or excluded from another school, Bishopstown Community School will not consider itself obliged to consider the application from this student until all appeal mechanisms have been adhered to.

A Student applying for admission to a year-group other than First-Year but seeking admission to the Special Class should see section 6 of this Admissions Policy.

On the instruction of the Principal, applications may be referred to the Board of Management at the next scheduled full board meeting for their consideration.

### **5.1.1 Oversubscription**

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

- If the Student has siblings currently enrolled in the school;
- Whether the Student attended one of the feeder primary schools as listed in the glossary of terms accompanying this policy.
- If the Student has siblings who were previously enrolled in the school;

Note: See section 6 for selection criteria applicable to admission to the Deaf Facility.

### **5.1.2 Selection Process**

Bishopstown Community School will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the 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, Bishopstown Community School will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

### **5.1.3 Late Applications**

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

Where Bishopstown Community School is oversubscribed and receives a late application for admission, same will receive a place on the waiting list beneath Applicants whose applications were received by Bishopstown Community School

before the closing date for applications. Such applications will be placed on the waiting list in accordance with the date and time they were received by Bishopstown Community School and subsequently Bishopstown Community School's selection criteria will be applied in accordance with this Policy.

Where Bishopstown Community School is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Bishopstown Community School, subject to sections 3.3.1, 3.3.2, 3.3.3 and 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.

#### **5.1.4 Second/ Third Round Offers of a Place**

Where a Student is in receipt of an offer of a place within Bishopstown Community School 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.

#### **5.1.5 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.

### **5.1.6 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:

- 5.1.6.1 The reasons that the Student was not a offered a place in Bishopstown Community School.
- 5.1.6.2 Details of the Student's ranking against the published selection criteria,
- 5.1.6.3 Details of the Student's place on the waiting list, if applicable, and
- 5.1.6.4 Details of the Applicant's right to appeal the decision.

An offer of admission may be withdrawn where:

- 5.1.6.5 The information contained in the application is false or misleading in a material respect, or
- 5.1.6.6 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 2020/2021 academic year, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 5.1.6.7 An Applicant has not indicated:
  - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(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).

### **5.1.7 Sharing of Data with Other Schools**

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

### **5.1.8 Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Bishopstown

Community School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Bishopstown Community School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

#### **5.1.9 Appeals**

For information relating to an Applicant's right to appeal a decision of Bishopstown Community School regarding admission to all year groups other than First-Year group, see section 5.2.

## **5.2 Reviews/Appeals**

### **5.2.1 Review of decisions by the Board of Management**

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the Board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The Board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

### **5.2.2 Right of appeal**

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board



of Management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

## 6 Application to the Deaf Facility

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### **6.1 Admission Provisions (Deaf Facility)**

- 6.1.1 Oversubscription
- 6.1.2 Selection process
- 6.1.3 Late Applications
- 6.1.4 Second/third-round offers of a place
- 6.1.5 Acceptance of a place
- 6.1.6 Refusal
- 6.1.7 Sharing of Data with Other Schools
- 6.1.8 Appeals

### **6.2 Reviews/ Appeals**

- 6.2.1** Review of decisions by the Board of Management
- 6.2.2** Right of Appeal

Bishopstown Community School has a special class, known as the Deaf Facility, established to cater for the special educational needs of Students who are Deaf/ Hard of Hearing.

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.

Where the Special Class in Bishopstown Community School is not oversubscribed, all Students 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 sections 3.3.1, 3.3.2, 3.3.3 and 3.3.4.

In order to assess and provide for the needs of student in the Deaf Facility, the Board of Management will request all the student's relevant records including reports from the primary school, reports from the Visiting Teacher for children who are Deaf/ Hard of Hearing, audiograms and any other information deemed necessary.

On the instruction of the Principal, applications may be referred to the Board of Management at the next scheduled full board meeting for their consideration.

### **6.1.1 Oversubscription**

When the number of applications exceeds the number of places available, the published selection criteria as set out below will apply and a waiting list shall be compiled which shall remain valid for the school year in respect of which the applications are made. Where Bishopstown Community School is in a position to offer further school places that become available for and during the 2021/2022 school year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

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:

- If the Student has siblings currently enrolled in the school.
- Whether the Student attended one of the feeder primary schools as listed in the glossary of terms accompanying this policy.
- If the Student has siblings who were previously enrolled in the school.

### **6.1.2 Selection Process**

Bishopstown Community School will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the 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, Bishopstown Community School will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

### **6.1.3 Late Applications**

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

Where Bishopstown Community School is oversubscribed and receives a late application for admission, same will receive a place on the waiting list beneath Applicants whose applications were received by Bishopstown Community School before the closing date for applications. Such applications will be placed on the waiting list in accordance with the date and time they were received by Bishopstown Community School and subsequently Bishopstown Community School's selection criteria will be applied in accordance with this Policy.

Where Bishopstown Community School is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Bishopstown Community School, subject to sections 3.3.1, 3.3.2, 3.3.3, 3.3.4 and 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.

### **6.1.4 Second/ Third Round Offers of a Place**

Where a Student is in receipt of an offer of a place within Bishopstown Community School 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.

### **6.1.5 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.

### **6.1.6 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:

- 6.1.6.1 The reasons that the Student was not offered a place in Bishopstown Community School.
- 6.1.6.2 Details of the Student's ranking against the published selection criteria,
- 6.1.6.3 Details of the Student's place on the waiting list, if applicable, and
- 6.1.6.4 Details of the Applicant's right to appeal the decision.

An offer of admission may be withdrawn where:

- 6.1.6.5 The information contained in the application is false or misleading in a material respect, or
- 6.1.6.6 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 2020/2021 academic year, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 6.1.6.7 An Applicant has not indicated:
  - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(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).

### **6.1.7 Sharing of Data with Other Schools**

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

### **6.1.8 Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Bishopstown Community School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Bishopstown Community School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

### **6.1.9 Appeals**

For information relating to an Applicant's right to appeal a decision of Bishopstown Community School regarding admission to the Deaf Facility, see section 6.2

## **6.2 Reviews/Appeals**

### **6.2.2 Review of decisions by the Board of Management**

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the Board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The Board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

### **6.2.3 Right of appeal**

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board

of Management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

Signed by Board of Management:



**Mrs Maura Kennefick**  
**Chairperson of Board**



**Mrs Edwina Gottstein**  
**Secretary of Board**

**On Sept 21<sup>st</sup>, 2023**