



Ormonde Road,  
Kilkenny

## **POLICY FOR ADMISSION TO SCHOOL YEAR 2022/2023**

### **Coláiste Pobail Osraí**

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 Coláiste Pobail Osraí is responsible for the implementation of this Admission Policy.

## **INTRODUCTION TO COLÁISTE POBAIL OSRAÍ**

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Coláiste Pobail Osraí was established in 1991. We are an Irish medium coeducational school under the auspices of KCETB.

### Mission Statement

Coláiste Pobail Osraí is a learning community seeking to achieve the highest level of education through the medium of Irish for its pupils. This journey is undertaken in an environment that encourages self-esteem and mutual respect. The challenge of education is undertaken in a supportive way that develops all the gifts of our students.

In Coláiste Pobail Osraí a great emphasis is placed on our Irish identity. This is achieved through sport, music, respect for our language and our rich cultural heritage. We recognise the role each individual plays in terms of our educational partnership.

Emphasis is placed on spirituality, personal skills and ability in a positive open environment. Courage and pride is awoken through the day to day activities at our school.

### History

Coláiste Pobail Osraí opened its doors to its first 13 students, on the 3rd of September 1991. That historic day in Education in Kilkenny was reached, following long negotiations between Co. Kilkenny VEC, the Department of Education and the then Minister for Education, Mary Ó Rourke.

The achievement of Independent status by Coláiste Pobail Osraí in 2007 has set the foundation for the next phase in the history of Coláiste Pobail Osraí.. Currently the full range of facilities from expert teaching staff to science laboratories, art, home economics and materials technology room are available to all students. As we plan to move into our new state of the art greenfield school we celebrate the success, growth and prosperity of our Gaelcholáiste.

We are currently located on Ormonde Road in the heart of Kilkenny City. We plan to move into our new school in the Western Environs of the City in the next two years.

All information about our school can be accessed on [www.osrai.ie](http://www.osrai.ie) or by contacting us at Coláiste Pobail Osraí, Ormonde Road, Kilkenny. [oifig@osrai.ie](mailto:oifig@osrai.ie) 0567764557

We look forward to welcoming you into our school community.

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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

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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 Coláiste Pobail Osraí.

**‘Student’** means the person in respect of whom the application is being made. All uses of the word throughout this Policy therefore imply ‘prospective’ as part of the interpretation. That is, the use of the word ‘Student’ does not mean that an application or acceptance of offer makes him/her a student of Coláiste Pobail Osraí; a person is only regarded as a student of Coláiste Pobail Osraí once s/he is enrolled on his/her first day of attendance.

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

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

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

For the purpose of the selection criterion relating to the student having a sibling who previously attended the school, **‘Sibling’** refers to full siblings, half-siblings, foster-siblings and step-siblings.

For the purpose of the selection criterion relating to the student having a sibling currently enrolled in the school, **‘Sibling’** refers to full siblings, half-siblings, foster-siblings, step-siblings and students who reside in the same household.

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

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

## 2 ADMISSION STATEMENT

### DEFINITION OF A 'MULTIDENOMINATIONAL SCHOOL' IN AN ETB CONTEXT

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ETB schools are state, co-educational, multid denominational 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:

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

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

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

Accordingly, Coláiste Pobail Osraí shall not discriminate in its admission of a Student based on the following grounds:

- 2.1. Gender of the Student or Applicant. However, where a school admits students of one gender only, it is not discriminatory to refuse to admit Students not of that gender;
- 2.2. Civil status of the Student or Applicant;
- 2.3. Family status of the Student or Applicant;
- 2.4. Sexual orientation of the Student or Applicant;
- 2.5. Religion of the Student or Applicant;
- 2.6. Disability of the Student or Applicant;
- 2.7. Race of the Student or Applicant;
- 2.8. The Student's or Applicant's membership of the Traveller community;
- 2.9. Special educational needs of the Student or Applicant.

Coláiste Pobail Osraí shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

### **3           LEGAL FRAMEWORK**

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KCETB 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 Coláiste Pobail Osraí is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

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

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

Section 62(7)(n) of the Education Act 1998 requires each school to set out in its Admission Policy the arrangements it has in place where a parent, or student over 18 years of age, requests that the student opt-out of religious instruction.

Coláiste Pobail Osraí is a multi-denominational school and offers religious education to all students. If a parent has a query about their child's participation in religious education/events, they should contact the principal.

## 4 GENERAL ADMISSION PROVISIONS

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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.

If, prior to the commencement of section 62 of the Education Act 1998 by the Education (Admission to Schools) Act 2018 on the 1<sup>st</sup> February 2020, Coláiste Pobail Osraí had confirmed, in writing, that an Applicant had been placed on a list relating to the allocation of school places for entrance before the 1<sup>st</sup> February 2025, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application Coláiste Pobail Osraí **shall not consider:**

- 4.1 The payment of fees or contributions to the school;
- 4.2 A Student's academic ability, skills or aptitude; unless:
  - it is necessary to ascertain whether or not the Student has the category of special educational needs concerned for admission to a school approved by the Minister of Education providing education exclusively to Students with a specified category of special educational needs or a special class;
  - evidence of same is furnished by the Applicant as evidence of the Student's level of fluency in the Irish language in accordance with the provisions of section 62(9) of the act.
- 4.3 The occupation, financial status, academic ability, skills or aptitude of a Student's Parent(s);
- 4.4 A requirement that a Student or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;
- 4.5 A Student's connection to the school due to a member of his or her family attending or having previously attended the school unless the connection is a sibling of the Student concerned attending, or having attended, the school.
- 4.6 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual Admission Notice for that academic year.

**Coláiste Pobail Osraí will consider** the offer of a place to every Student seeking admission to the school, **unless the following applies:**

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

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

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

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

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

Applicants should be aware that section 66(6) of the Education Act 1998 (as inserted by s.9 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.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

# **PART B**

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

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

# SECTION 5

## APPLICATION TO THE FIRST-YEAR GROUP

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### **5 APPLICATION TO THE FIRST-YEAR GROUP**

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#### **5.1 Admission Provisions (First-Year Group)**

- 5.1.1. Oversubscription
- 5.1.2. Selection criteria in order of priority
- 5.1.3. Selection process
- 5.1.4. Late Applications
- 5.1.5. Second/third-round offers of a place
- 5.1.6. Acceptance of a place
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- 5.2.3** Basis for appeal

## 5.1 ADMISSION PROVISIONS (FIRST YEAR GROUP)

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Where Coláiste Pobail Osraí is not oversubscribed, all Students will be offered a school place, subject to sections 4.7.

### 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 Coláiste Pobail Osraí is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

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

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

### 5.1.2 **Selection criteria in order of priority**

Coláiste Pobail Osraí will apply the following criteria for admission to the First-Year Group:

- 5.1.2.1 The Student has attained a level of fluency in the Irish language and said fluency would be likely to regress were s/he not admitted to the school. Applicants are required to provide such evidence as they consider appropriate to demonstrate the Student's level of fluency in the Irish language and how same would regress if the student were not admitted to the school;
- 5.1.2.2 Whether the Student attended a recognised Irish medium primary school (This is in line with the school's right to provide for the inclusion of students that have attended a primary school that provides education through the medium of Irish.);
- 5.1.2.3 If the Student has siblings currently enrolled in the school;
- 5.1.2.4 If the Student has siblings who were previously enrolled in the school;

**Note:** Where parents wish their child to be considered under the 'level of fluency in the Irish language' provision above, that parent is invited to provide evidence to prove/ display the fluency to the Board of Management's representatives. **This evidence must be provided with the application, except when evidence is provided as a result of attendance at a meeting in the school where parents/guardians request the opportunity for such a meeting. The Board of Management will facilitate such a meeting on request, within available resources and in accordance with the Board's arrangements for such meetings.**

If the evidence provided is not deemed sufficient, the applicant will be placed in another category according to the Enrolment Policy. An appeal may be made by email to the Board of Management within a week of receiving the decision. The Board will nominate two different representatives to review the evidence of fluency provided. New evidence of fluency will not be accepted. The Board of Management's decision will be final.

### 5.1.3 **Selection process**

Coláiste Pobail Osraí 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, Coláiste Pobail Osraí will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

#### **5.1.4 Late applications**

An application received by Coláiste Pobail Osraí 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 Coláiste Pobail Osraí 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 Coláiste Pobail Osraí is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within the school, subject to sections 4.7 and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

#### **5.1.5 Second/third-round offers of a place**

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

#### **5.1.6 Acceptance of a place**

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

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

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

#### **5.1.7 Refusal**

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

- 5.1.7.1. The reasons that the Student was not offered a place in Coláiste Pobail Osraí;
- 5.1.7.2. Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed;
- 5.1.7.3. Details of the Student's place on the waiting list, if applicable; and
- 5.1.7.4. Details of the Applicant's right to appeal the decision.

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

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

#### **5.1.8 Withdrawal of an offer**

An offer of admission may be withdrawn where:

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

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

#### **5.1.9 Appeals**

For information relating to an Applicant's right to appeal a decision of Coláiste Pobail Osraí regarding admission to the First-Year Group, see section 5.2.

## 5.2. APPEALS

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### **5.2.1 Appeal where refusal was due to oversubscription:**

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Coláiste Pobail Osraí, Ormonde Road, Kilkenny or by email to [oifig@osrai.ie](mailto:oifig@osrai.ie). Such an appeal must be brought within fourteen calendar days of the school's decision 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 [oifig@osrai.ie](mailto:oifig@osrai.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 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 Coláiste Pobail Osraí for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Coláiste Pobail Osraí. Such an appeal must be brought within fourteen 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 [oifig@osrai.ie](mailto:oifig@osrai.ie).

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

If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

### **5.2.3 Basis for a review by the board of management:**

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

# SECTION 6

## APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

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### **6 APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR**

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#### **6.1 Admission Provisions (other than First-Year)**

- 6.1.1. Oversubscription
- 6.1.2. Selection criteria in order of priority
- 6.1.3. Selection process
- 6.1.4. 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
- 6.1.9. Appeals

#### **6.2 Appeals**

- 6.2.1 Appeal where refusal was due to oversubscription
- 6.2.2 Appeal where refusal was for a reason other than oversubscription
- 6.2.3 Basis for appeal

### **6.1 ADMISSION PROVISIONS (OTHER THAN FIRST-YEAR)**

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Where Coláiste Pobail Osraí is not oversubscribed, all Students will be offered a school place, subject to sections 4.7.

#### **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 Coláiste Pobail Osraí is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

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

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

Where the Transition Year Programme in Coláiste Pobail Osraí is oversubscribed, a Student applying for admission to such programme in the relevant year group, will, subject to this policy, be placed on the appropriate waiting list already

compiled (annually) by the school, which list will contain the names of students enrolled in the school who have been placed on an internal waiting list for this programme.

#### **6.1.2 Selection criteria in order of priority**

Coláiste Pobail Osraí will apply the following criteria for admission to a year-group other than First-Year:

- 6.1.2.1 The Student has attained a level of fluency in the Irish language and said fluency would be likely to regress were s/he not admitted to the school. Applicants are required to provide such evidence as they consider appropriate to demonstrate the Student's level of fluency in the Irish language and how same would regress if the student were not admitted to the school;
- 6.1.2.2 Whether the Student attended a recognised Irish medium primary school (This is in line with the school's right to provide for the inclusion of students that have attended a primary school that provides education through the medium of Irish.);
- 6.1.2.3 If the Student has siblings currently enrolled in the school;
- 6.1.2.4 If the Student has siblings who were previously enrolled in the school;

**Note:** Where parents wish their child to be considered under the 'level of fluency in the Irish language' provision above, that parent is invited to provide evidence to prove/ display the fluency to the Board of Management's representatives.

**This evidence must be provided with the application, except when evidence is provided as a result of attendance at a meeting in the school where parents/guardians request the opportunity for such a meeting. The Board of Management will facilitate such a meeting on request, within available resources and in accordance with the Board's arrangements for such meetings.**

If the evidence provided is not deemed sufficient, the applicant will be placed in another category according to the Enrolment Policy. An appeal may be made by email to the Board of Management within three working days/ a week of receiving the decision. The Board will nominate two different representatives to review the evidence of fluency provided. New evidence of fluency will not be accepted. The Board of Management's decision will be final.

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

#### **6.1.3 Selection process**

Coláiste Pobail Osraí 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, Coláiste Pobail Osraí will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

#### **6.1.4 Late applications:**

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

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

#### **6.1.5 Second/third-round offers of a place**

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

#### **6.1.6 Acceptance of a place:**

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

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

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

#### **6.1.7 Refusal:**

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

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

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

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

#### **6.1.8 Withdrawal of an offer**

An offer of admission may be withdrawn where:

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

If an offer of a place is withdrawn by the school, the Student on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Student shall be treated as a late application in line with section 6.1.4 above.

**6.1.9      Appeals:**

For information relating to an Applicant's right to appeal a decision of Coláiste Pobail Osraí regarding admission to a year-group other than First-Year, see section 6.2.

## **6.2 APPEALS**

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### **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 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 Coláiste Pobail Osraí. Such a review must be sought by the Applicant within twenty-one calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing [oifig@osrai.ie](mailto:oifig@osrai.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 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 Coláiste Pobail Osraí 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 Coláiste Pobail Osraí. Such a review must be sought by the Applicant within twenty-one calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing [oifig@osrai.ie](mailto:oifig@osrai.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.

**6.2.3 Basis for a review by the board of management:**

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