



# **POLICY FOR ADMISSION TO SCHOOL YEAR 2023/2024**

## **Dunshaughlin Community National School (CNS)**

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 Dunshaughlin CNS is responsible for the implementation of this Admission Policy.

## INTRODUCTION TO DUNSHAUGHLIN CNS

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Dunshaughlin CNS is a multid denominational, co-educational school under the Patronage of Louth Meath Education and Training Board (LMETB). It was established in 2020 with our first intake of Junior Infants. We will enrol a Junior Infants class every year after this until we have all class groups from Junior Infants to Sixth Class. For the school year 2023/24 we will have classes from Junior Infants to Second Class. Our temporary location is on the grounds of Dunshaughlin GAA, Drumree Road, Dunshaughlin, Co Meath.

- **Mission/Vision Statement**

Our vision and core values in Dunshaughlin CNS include the promotion of a caring and positive school environment, where every pupil, their welfare, wellbeing and health is a priority. The uniqueness of each child is celebrated, and individual needs identified and supported. Dunshaughlin CNS fosters a positive school culture, where pupils have positive and respectful interactions with their teachers and peers. Pupils are active and valued members of our school community. Pupils are nurtured to have respect for themselves and others and be responsible for their behaviour and their learning.

- **Patron: Louth Meath Education and Training Board (LMETB).**

Louth and Meath Education and Training Board (LMETB) is the largest comprehensive educational provider in the Louth and Meath region with a range of educational services from primary to post primary and further education and training. Louth and Meath Education and Training Board is committed to **excellence** and **innovation** in the education of young people and adults through the provision of **dynamic services** delivered by **professional staff**.

LMETB manages four Community National Schools, a Centre for European Schooling, eighteen post primary schools including one school with Post Leaving Certificate provision and two dedicated Post Leaving Certificate colleges. LMETB is also joint patron of six Community Schools located in Ardee, Ashbourne, Athboy, Drogheda, Kells and Trim.

Each LMETB school and college has proven itself as a centre of excellence in teaching, learning and assessment in its local community. LMETB schools provide a welcoming atmosphere for students, staff, parents and the local communities in which they operate. The LMETB school/college experience is one where a warm relationship exists between teachers and learners and the atmosphere in lessons is positive and conducive to learning. A broad and balanced curriculum with a diverse range of co-curricular and extra-curricular activities where the aptitudes of students are central to its design is available in LMETB schools. Each of these schools has built a very positive reputation in the local communities in which they operate, and each

school continues to enjoy strong parental support and a high level of satisfaction with the quality of teaching, learning and assessment.

At Further Education and Training level, LMETB manages Youthreach Centres, a Regional Skills and Training Centre and an extensive range of Adult Education Services throughout counties Louth and Meath, including Adult Learning Services, Community Education, Back to Education Initiatives (BTEI), VTOS and Adult Guidance. Details of all LMETB schools and centres are included on our website [www.lmetb.ie](http://www.lmetb.ie). You can also read more about LMETB on our Twitter page @LouthMeathETB

- **Curricular Programmes**

The school follows the curriculum as prescribed by the Department of Education and Skills and the National Council for Curriculum and Assessment. As a multi-denominational school, we deliver the multi-belief and ethics curriculum of our Patron, Goodness Me Good You as well. More information on our Patron's Programme can be found [here](http://www.cns.ie/goodness-me-goodness-you-new/) [www.cns.ie/goodness-me-goodness-you-new/](http://www.cns.ie/goodness-me-goodness-you-new/)

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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 Child who has made an application for admission to Dunshaughlin CNS.

**‘Child’/ ‘Student’** means the person in respect of whom the application is being made. All uses of the word “Student” 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 as student of Dunshaughlin CNS; a person is only regarded as a student of Dunshaughlin CNS 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 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 Dunshaughlin CNS in respect of the person on whose behalf the application is being made. The catchment area for Dunshaughlin CNS is defined as the county boundary of county Meath.

**‘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.

**‘Early Start Pre-Schools’** refer to the 40 classes established in some designated disadvantaged schools through the form of a one-year intervention scheme for children between the ages of 3 years and 5 years, who are at risk of not reaching their full potential within the school system. The early start classes are offered in the

September prior to the Child starting Junior Infants and are designated in a list published by the Minister for Education and Skills. Participation in the 'Free Pre-School' year through the ECCE scheme or an independent pre-school/creche does not qualify as participation in an Early Start Pre-School Class.

**'Early Intervention Classes'** refer to special education classes established in schools which are available for children aged 3 years – 5 years with autism spectrum disorder (ASD). A small number of Early Intervention Classes are available for children who are deaf/hard of hearing and children with physical disabilities.

**'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.

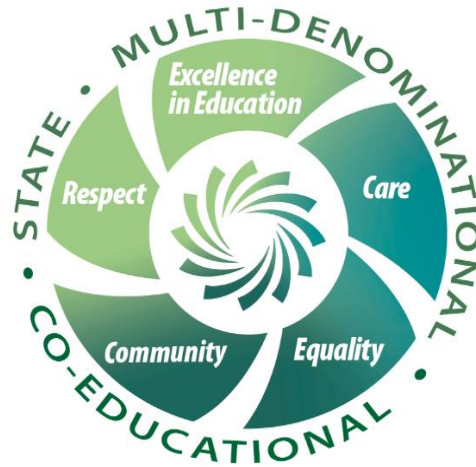
**'Junior Infants'** means the intake group of Students for the most junior class in a school but does not include the Early Start Pre-Schools/Early Intervention Classes or any crèche or pre-school groups facilitated on site.

## 2. ADMISSION STATEMENT

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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:

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, Dunshaughlin 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 community;
- 2.9. Special educational needs of the Child or Applicant

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

### **3. LEGAL FRAMEWORK**

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LMETB 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 Dunshaughlin CNS is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

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

The Education Act, 1998 provides for an appeal process in the event of a refusal to enrol. The appeal process is set out in section 5.2 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 (Admissions to Schools) Act (2018) 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.

## 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, Dunshaughlin CNS 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 Dunshaughlin 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;
- 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;
- 4.6 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.

However, the maximum number of places failed by this criterion does not exceed 25% of the available places and set out in the school's Admission 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.

**Dunshaughlin CNS will consider** the offer of a place to every Child seeking admission to the school, **unless 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;

Where Dunshaughlin 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.

# **PART B**

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

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

# **SECTION 5**

## **APPLICATION TO THE JUNIOR INFANT GROUP**

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### **5. APPLICATION TO THE JUNIOR INFANT GROUP**

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#### **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 a review by the board of management

## **5.1 ADMISSION PROVISIONS (JUNIOR INFANT GROUP)**

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Where Dunshaughlin CNS is not oversubscribed, all Children will be offered a school place, subject to section 4.8

### **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 Dunshaughlin 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.

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 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.

### **5.1.2 Selection criteria**

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

- 5.1.2.1 The age of the Child where priority is given to older Children;
- 5.1.2.2 If the Child resides in the Catchment Area; in the county of Meath
- 5.1.2.3 If the Child has siblings currently enrolled in the school;

- 5.1.2.4 If the Child has siblings who were previously enrolled in the school;

### **5.1.3 Selection process**

Dunshaughlin 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 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, Dunshaughlin CNS 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 Dunshaughlin 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 Dunshaughlin 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 subject to 4.8.

Where Dunshaughlin 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 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 Child is in receipt of an offer of a place within Dunshaughlin 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.

### **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 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.

### **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 Dunshaughlin 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, 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 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**

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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 first request a review by the board of management in writing, via a “BOMR1 Form”, available from the school office and on the school website, for it to be reviewed by the board of management of Dunshaughlin CNS. 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 and Skills after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing [dunshaughlincns@lmetb.ie](mailto:dunshaughlincns@lmetb.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 and Skills 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 Dunshaughlin 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 Dunshaughlin CNS. Such a review must be sought by the Applicant within fourteen calendar days of receipt by the Applicant of the school’s decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing [dunshaughlincns@lmetb.ie](mailto:dunshaughlincns@lmetb.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 and Skills 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 and Skills 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 appeal the decision.

## **SECTION 6**

### **APPLICATION TO ALL CLASSES OTHER THAN JUNIOR INFANTS**

#### **APPLICATION TO ALL CLASSES OTHER THAN JUNIOR INFANTS**

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##### **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)**

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Where Dunshaughlin CNS is not oversubscribed, all Children will be offered a school place, subject to section 4.8.

### **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 Dunshaughlin 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.

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 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.

### **6.1.2 Selection criteria**

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

- 6.1.2.1 If the Child resides in the Catchment Area; in the county of Meath
- 6.1.2.2 If the Child has siblings currently enrolled in the school;
- 6.1.2.3 If the Child has siblings who were previously enrolled in the school;

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**

Dunshaughlin 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 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, Dunshaughlin CNS 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 Dunshaughlin 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 Dunshaughlin 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 subject to section 4.8.

Where Dunshaughlin 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 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 Dunshaughlin 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 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.

#### **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 Dunshaughlin 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 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(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 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.

## 6.2 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 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 Dunshaughlin CNS. 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 Admission Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing [dunshaughlincns@lmetb.ie](mailto:dunshaughlincns@lmetb.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 Dunshaughlin 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 Dunshaughlin CNS. 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 and Skills after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing [dunshaughlincns@lmetb.ie](mailto:dunshaughlincns@lmetb.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 and Skills 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 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.

**BOM & LMETB Ratification/Resolution Process for This Policy**

**BOM Ratification**

<b><i>Date Ratified by the Board of Management:</i></b>	
<b><i>Proposed By:</i></b>	
<b><i>Seconded By:</i></b>	
<b><i>Signed:</i></b>	<b><i>(Chairperson, BOM)</i></b>
<b><i>Scheduled Date for Review of the Policy:</i></b>	

**LMETB Ratification/Resolution of the ETB Board**

<b><i>Date of Resolution of ETB Board</i></b>	
<b><i>Signed</i></b>	<b><i>(Chairperson)</i></b>

