



Admission Policy of Ballincollig Community School

School Address: Innishmore, Ballincollig, Cork.

Roll number: 91386o

School Patrons: Dioceses of Cork & Ross and Cork Education Training Board

1. Introduction

This Admission Policy complies with the requirements of the:

- **Education Act 1998 (as amended).**
- **Education (Welfare) Act 2000 (as amended).**
- **Equal Status Act 2000 (as amended).**
- **Deed of Trust for Community Schools.**
- **Education (Admission to Schools) Act 2018.**

In drafting this policy, the Board of Management of the school has consulted with school staff, the school Patrons and with parents of students attending the school.

The policy was approved by the school Patrons on 19th June 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Ballincollig Community School 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 on request to any person who requests it.

Local Primary schools may distribute the Application Forms to 6th Class students.

2. Characteristic spirit and general objectives of the school

Ballincollig Community School seeks to provide for its students an atmosphere of security and belonging, focusing on the full social, moral, spiritual, cultural, cognitive and physical development of the young person.

We aspire to encourage our students' sense of initiative and self-reliance, their capacity to communicate with others, their resilience and self-confidence, leading to the development of their unique personality and the achievement of their academic goals.

We aim to play a significant role in allowing our students to achieve their full potential.

3. Admission Statement

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

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

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.

Ballincollig Community School is a co-educational, multi-denominational Community School, founded in 1976 to cater for the educational needs of Ballincollig and the wider community.

Ballincollig 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.

Ballincollig Community School will comply with any directive 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.

Schools with special education classes

Ballincollig Community School is a school which has established classes for students with an ASD diagnosis, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with an ADS diagnosis specified by the Minister and may refuse to admit to the class a student who does not have a professional recommendation for a placement in an ASD special class (see separate ASD class admissions policy)

4. Categories of Special Educational Needs catered for in the school/special class

Ballincollig Community School with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with ASD.

5. Procedures for the Admission of Students into 1st Year

Criteria determining maximum number for enrolment

- The culture and ethos of the school community as defined in the Mission Statement.
- Availability of space in classrooms and limits to the number of students in each classroom dictated by health and safety requirements.
- The availability of sufficient space along corridors and in social areas.
- Availability of grants and teaching resources provided by the Department of Education and Skills.
- The ability of the school to cater for the educational needs of children

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent of a 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

1. Enrolment Application Forms are made available from the 1st October of the year prior to entry.
2. The closing date for receipt of Enrolment Applications will be set each year and notified through the Admissions Notice.
3. All Enrolment Application Forms must be completed in full and have the correct required signatures.
4. All applicants and their families must agree to abide by the school's Code of Behaviour.
5. Places will be offered after the closing date for receipt of Enrolment Applications.
6. For admission to the ASD special classes, refer to ASD admissions policy.

6. Oversubscription to Ballincollig Community School.

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:

Selection Criteria

In the event that the number of students seeking places in First Year, is greater than the number of student places available the following criteria will apply and in this order:

1. Siblings of students already attending the school

Once this group has been offered places, students in Category A below, will be offered places.

2. Students from Primary Schools as follows:

Category A:

Scoil Barra

Scoil Eoin

Scoil Mhuire

Gael Scoil Uí Riordán

Gael Scoil an Chaisleáin

In the event of oversubscription to **Category A**, a lottery will apply overseen by an independent notary.

Once places have been allocated to **Category A** schools, students in **Category B** schools, will be offered places, if places are still available. If necessary, a lottery will be held for students in this Category, overseen by an independent notary.

Category B:

Ballinora National School

Berrings National School

St. Senan's National School Cloghroe

Clogheen/Kerry Pike National School

Cloughduv National School

Scoil Naomh Muire Farran

Goggins Hill National School

Gurrans National School

Kilbonane National School

Kilmurray National School

Ovens National School

Vicarstown National School

In the event there are still places available, a lottery will be held for students in **Category C** and similarly to **Category D**.

Category C: Students resident in the catchment area who have attended school outside of those listed above.

Category D: Students resident outside the catchment area who have attended school outside of those listed above.

7. 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) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; (exceptions – please refer to the Selection Criteria)
- (g) 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.

8. Decisions on applications

All decisions on applications for admission to Ballincollig Community School will be based on the following:

- Our school's Admission Policy
- The school's Annual Admission Notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our Annual Admission Notice for receiving applications

Selection criteria that are not included in our school Admission Policy will not be used to make a decision on an application for a place in our school.

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the Annual Admissions Notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 17](#) below for further details).

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Ballincollig Community School, you must indicate—

- (i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and
- (ii) whether or not you have applied for and are awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned (failure to supply the correction information may jeopardise an offer of a place in the school).

11. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by Ballincollig Community School where—

- (i) it is established that information contained in the Application is false or misleading.
- (ii) an 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.
- (iii) the parent of a 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; or
- (iv) an applicant has failed to comply with the requirements of 'Acceptance of an Offer' as set out in above.

12. 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.

13. Waiting list in the event of oversubscription

In the event of there being more applications to the year group concerned than places available, a Waiting List of students whose applications for admission to Ballincollig 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 Ballincollig 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.

No waiting list applies to places in the ASD classes.

14. Late Applications

All applications for admission received after the closing date as outlined in the Annual Admission Notice will be considered and decided upon in accordance with our school's Admissions Policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

15. Procedures for admission of students to other years and during the school year

If an application is to be considered it must contain the following documentation:

- **A completed Application Form.**
- **Birth Certificate.**
- **The two most recent school assessment reports.**

- A completed “Student Reference Form” signed by the Principal/Deputy Principal of the applicant’s second level schools.
- A letter explaining the reason for the application.
- A list of student subject option choices.

The Board of Management reserves the right to refuse the offer of a place to any applicant on the following basis:

- That the applicant already has a place in another post-primary school in the area.
- That no suitable accommodation/place exists in the year group requested.
- That the school cannot offer the student the subject(s) requested by the applicant.
- That an offer of a place at the time may have a negative impact/outcome on students already enrolled in the school.
- That an offer of a place may have a negative impact/outcome on the student himself/herself.
- That the applicant has been expelled from another Post Primary school. That the applicant has a poor disciplinary record in another school.
- The applicant's presence is likely to adversely affect the education of the students currently enrolled in the school.
- The applicant has a previous history of substance abuse or possession/supply of banned substances.
- The applicant has harassed, bullied, or assaulted other students or staff members in his/her previous school.
- The applicant has persistently interfered with teaching and learning and infringed the rights of the other students to a proper education.
- The applicant has behaved in an inappropriate sexual manner in his/her previous school.
- The applicant’s presence and/or actions in their previous school posed a serious threat to the school community.
- The applicant engaged in theft or vandalism in their previous school(s).
- Acceptance is not in the best interest of the student.
- Acceptance is not in the best interest of the school.

In exceptional circumstances the Board may, at its discretion give consideration to an application in respect of a student excluded/suspended from, or requested to leave another post primary school, provided it considers that the applicant is likely to benefit educationally from such a transfer and where the students in the school are unlikely to be adversely affected by the admission of the applicant.

The Board must satisfy itself that the undertaking given by the applicant and his/her parent(s)/guardian(s) in signing the Code of Behaviour is a real and serious commitment to acceptable behaviour.

The same registration process will apply as applies to all of the applications. Should the application be unsuccessful, the applicant will be advised by the Principal as soon as is practicable and also of their right to appeal under the section 29 appeals process.

16. Leaving Certificate Applied

The number of places available on the LCA programme will be determined each year by the School Management having regard to the resources available within the school.

The parent(s)/guardian(s) of students in Third Year (Junior Cycle) will be invited to attend an information session in the second term (i.e. after Christmas) wherein the procedures for applying for places on the programme will be outlined. Students will be required to return a completed Application Form by the notified closing date.

All applicants will be required to attend for a suitability interview. A decision to offer a place will be based on the following criteria.

- The academic record of the student.
- The disciplinary record of the student.
- Performance at interview.
- Suitability of the applicant to the programme.
- The signed Code of Behaviour must accompany confirmation of acceptance to Leaving Certificate Applied Programme

17. Declaration in relation to the non-charging of fees

The Board of Management of Ballincollig 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-

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

18. Reviews/appeals

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.

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.

- Maura Moloney (Chairperson) 5/9/23
- Keri Foad (Principal) 5/9/23

Ratified by the Board of Management: 5th September 2023

To be reviewed: September 2024