



# **Coláiste Pobail Baile Lotrail** **Luttrelstown Community College**

**Post-Primary School**

**POLICY FOR ADMISSION TO SCHOOL YEAR**

**2021 - 2022**

Adopted 28.09.2020

**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 Luttrellstown Community College is responsible for the implementation of this Admission Policy.**

## Introduction to Luttrellstown Community College

Luttrellstown Community College was founded in 2009 and is located on Porterstown Road, Clonsilla, Dublin 15.

### Mission Statement for Luttrellstown Community College

**We are united in our diversity to educate, integrate, and facilitate excellence in the modern world for a better future.**

### Our Ethos

Luttrellstown Community College is a second level school under the auspices of Dublin and Dun Laoghaire Education Training Board. We, with our partners in education, are committed to be a caring, learning, community where each person is valued and accorded respect and dignity. The staff aims to deliver a broad diverse curriculum in a calm, disciplined and safe environment and in an atmosphere where all will be encouraged to become confident, responsible persons striving to reach their full potential.

Luttrellstown Community College accepts 180 first year students into mainstream annually. The college welcomes applications for places from all students regardless of gender, race, academic ability or cultural background. We are a multidominational college which respects and values each individual person's beliefs and this is embedded in our curriculum through an inclusive religious education program and faith celebration. Luttrellstown Community College does not provide faith formation instruction. We are committed to providing the highest standard of education suited to the needs of all our students.

We embrace the values, cultures and traditions of all our pupils to the benefit of all. We strive to be an inclusive school. We welcome diversity and practise equality giving due regard to differences that may occur due to ethnicity, special educational needs, disability, language/accent, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, gender identity, family or social circumstances.

### Operating Context

In establishing this policy, Luttrellstown Community College seeks to express its commitment to the values, which underpin Education Acts, e.g. Education (Admissions to Schools) Act 2018, Education (Welfare) Acts, the Equal Status Act 2000 and the ethos and traditions of Dublin and Dun Laoghaire Education Training Board. In addition, Luttrellstown Community College seeks to act within the context and parameters of Department of Education and Skills regulations and curricular programmes, the rights of our patron (Dublin and Dun Laoghaire Education Training Board) as set out in legislation and the funding and resources made available to the Board of Management (B.O.M.). Parents and students are expected to accept and sign the school's Code of Positive Behaviour and other school policies.

These policies are printed in the Student Journal.

### Programmes

The College operates within the regulations laid down from time to time by the Department of Education and Skills and follows the curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act 1998. Pupils at Junior and Senior Cycle follow a core programme, with a number of optional subjects. The College also offers the option of the Transition Year Programme and, where there is a demand, the College will offer the Leaving Certificate Applied Programme. The Leaving Certificate Vocational Programme (LCVP) is also offered.

## Junior Cycle Programme

Students are offered a range of subjects, which may vary from year to year depending on the student cohort and resources made available to the school. Wellbeing is an integral part of our Junior Cycle Programme (JCP). JCP will also include modules in Chinese, Coding and Drama. Students will select one short course from the choices provided and choices will be applied based on teacher allocation and availability.

On the basis of the curriculum provided, students have an opportunity to select optional subjects they would like to study. These choices are available equally to boys and girls. However, subject choices depend on a number of constraints including:

- i. The number of students seeking a subject,
- ii. The availability of subject teachers.

## Transition Year Programme

Luttrellstown Community College offers the Transition Year Programme. This programme is optional. It is firstly offered to students in Luttrellstown Community College. Transition Year may be offered to candidates who have not attended Luttrellstown Community College when places are available. The aims of the programme are:

- i. To provide an education for maturity with the prioritisation of social awareness.
- ii. To promote academic and technical skills with emphasis on self-directed learning.
- iii. To educate TY students through personal experience of adult and working life as a basis for personal development and maturity.

## Senior Cycle Programme

All students in Luttrellstown Community College currently study the Established Leaving Certificate. The Leaving Certificate Vocational Programme and the Leaving Certificate Applied Programme will also be offered when possible. Places will be offered to students initially by annual re-enrolment application to Luttrellstown Community College. In the case of students who have not worked to their full potential or who have caused serious concern because of their behaviour the Board reserves the right to interview these students and seek commitments from both parents and students. Places will be offered to external applications as per this admissions policy should space be available. Information on subject options will be available to all students prior to entry to senior cycle.

Students will be offered a range of option subjects, which may vary from year to year depending on the student cohort and resources available. These choices are available equally to boys and girls, on a first come first served basis. However, subject choices depend on a number of constraints including:

- i. The number of students seeking a subject,
- ii. The availability of subject teachers based on teacher allocation to the school.

**Supervised Study:** This will take place on nominated days after school subject to sufficient demand.

## Career Guidance and Counselling (CGC)

The school offers the service of qualified Career Guidance Counsellors based on the general teacher allocation available in the school. We try to ensure that each student has necessary access to appropriate guidance to assist them in their educational and career choices. Our Guidance service is also an integral part of our pastoral care management approach. This department coordinates the entrance assessment for 1st Year with our Príomhoide Tánaisteach. Primary schools are notified of the date and arrangements for these assessments.

CGC personnel manage the co-ordination of DATS, an assessment to identify strengths for senior cycle and life options.

## Special Needs Education Provision (SEN) in mainstream

Luttrellstown Community College offers learning support to students with special educational needs (SEN). The availability of specialised learning support is dependent on the allocation of annual resources to the college from the National Council Special Education (NCSE). Luttrellstown Community College is committed to the principle of equal access and welcomes students with special educational needs wherever possible within the parameters of a mainstream setting. All students with additional needs who accept a place in Luttrellstown Community College become part of the school community and will be treated equally under our Code of Positive Behaviour.

In order to provide special education teaching to support the inclusion of students with special educational needs and identify students with complex needs, it is requested that all professional reports are provided to the school. This information which includes psychological reports, primary school reports and any other relevant documentation, must be provided when a place is accepted in Luttrellstown Community College. This is to facilitate early identification of needs and to guide the resources allocation process appropriately. Effective communication and engagement with parents are vitally important in deploying the allocation of additional teaching resources.

Luttrellstown Community College also has a Special Class, Laochra, which was established to cater for the special educational needs of students with Autism/Autistic Spectrum Disorders. Laochra aims to provide for students who are unable to avail of Special Needs Education Provision (SEN) in mainstream for the entirety of the school week, with the support and encouragement to access post primary education and to integrate into mainstream education at a level appropriate to the student. Students will be encouraged to participate in mainstream classes and may fully transition to mainstream education with the support of the care team and the wider Luttrellstown Community College community.

## Extra-Curricular Activities

Provision of extracurricular activities for students is based on teachers' initiatives and students' interests.

The college encourages a wide range of extra-curricular activities involving Sports and Athletics e.g. Tennis, Gaelic, Soccer, Basketball, Swimming, Orienteering etc.

Debating, Choir, Bands, Young Scientist, Young Social Innovator, Digital champions, Call to Code Club, Enterprise Projects, Language Clubs and Drama also take place at lunchtime or after school. Teachers provide for other important co-curricular and extracurricular activities.

Teachers in Luttrellstown Community College go above and beyond in their roles as teachers, tutors, year heads and assistant principals. All staff in the college make us a vibrant community through their generosity of spirit in going the extra mile and, by this, helping students reach for the stars.

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## Coláiste Pobail Bhaile Lotrail Luttrellstown Community College

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Adopted Board of Management Meeting

Date: 28.09. 2020



Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire  
Átha Cliath agus Dhún Laoghaire Education and Training Board

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## **PART A**

### **General Information for All Applicants**

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

## 1 Glossary of Terms

**'Applicant'** means the parent / guardian of a 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 Luttrellstown Community College.

**'Student'** means the person in respect of whom the application is being made. All uses of the word throughout this Policy therefore imply 'prospective' as part of the interpretation. That is, the use of the word 'Student' does not mean that the application for him/her has been accepted such that s/he is regarded as a Student of Luttrellstown Community College by virtue of application alone.

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

**'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". In Luttrellstown Community College a person is of equal status regardless of how s/he identifies themselves in terms of gender.

**'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.

**'Sibling'** For the purpose of the selection criterion relates to the student having a sibling who previously attended the school. 'Sibling' refers to full siblings, half-siblings, foster-siblings and stepsiblings.

**'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. Luttrellstown Community College has a Special Class, established to cater for special educational needs of students with Autism/Autistic Spectrum Disorders.

**'Relevant Report'** as advised by the Department of Education and Skills and the National Council for Special Education (NCSE), means a written report based on an assessment by a relevant professional who makes a recommendation for a Special Class placement. The relevant professional may include an educational psychologist, psychologist, other relevant health professionals, HSE disability services or HSE multi-disciplinary team staff, in line with guidance issued by the NCSE on this point.

**'Catchment Area'** refers to the designated residential area for application to Luttrellstown Community College in respect of the person on whose behalf the application is being made. There is a category of priority treatment for catchment area in all three sectors of Luttrellstown Community College.

The catchment area of the English medium mother school (Máthair Scoil) is defined as:

### **Luttrellstown Community College Catchment Area:**

Aldermere, Allendale Square, Annfield, Aspen,  
 Barberstown, Castlefield, Charnwood, Kellystown Road,  
 Lambourn, Larch Grove, Limelawn, Mount Symon,  
 Portersfield, Portersgate, Riverwood Square, Rugged Lane,  
 Shelerin Road to Ongar Road Junction, Sorrel Park,  
 St Mochta's, Station Court, Station View, The Courtyard, The Orchard, The Village,  
 Weaver's Hall, Weaver's Row, Weaver's Walk, Weaver's Wood  
 Westmanstown, Windermere, Windmill, Woodbrook.

**'Catchment Area' for Laochra** Luttrellstown Community College's ASD Centre refers to the designated residential area for application to the Special Unit within the College in respect of the person on whose behalf the application is being made. The priority catchment area for Laochra within Luttrellstown Community College is defined as Dublin 15.

The **'Catchment Area' for Coláiste na Tulchann** an Aonad Lán-Ghaeilge refers to Dublin 15 and East Meath.

**'Feeder Primary Schools'** refers to the primary schools of preference for application to Luttrellstown CC, Laochra and Coláiste Na Tulchann.

### **The Listed feeder Primary Schools for Luttrellstown C.C. are:**

- Scoil Choilm C.N.S., Porterstown Road, Clonsilla, Dublin 15.
- St. Mochta's N.S., Porterstown, Clonsilla, Dublin 15.
- Castleknock Educate Together N.S., Beechpark Avenue, Castleknock, Dublin 15.
- Scoil Oilibhéir. Coolmine, Clonsilla, Dublin 15.
- Scoil Thomáis N.S. Laurel Lodge, Castleknock, Dublin 15.
- St. Francis Xavier N.S., Roselawn Road, Blanchardstown, Dublin 15.
- Castleknock National School, Main Street, Castleknock, Dublin 15.
- St. Patrick's N.S. Diswellstown, Dublin 15.
- St. Brigid's N.S. Beechpark, Castleknock, Dublin 15.

### **The Listed feeder Primary Schools for Laochra (ASD special class) are:**

- Scoil Choilm C.N.S., Porterstown Road, Clonsilla, Dublin 15.
- Castleknock Educate Together N.S., Beechpark Avenue, Castleknock, Dublin 15.
- St. Mochta's N.S., Porterstown, Clonsilla, Dublin 15.
- Scoil Oilibhéir. Coolmine, Clonsilla, Dublin 15.
- Scoil Thomáis N.S. Laurel Lodge, Castleknock, Dublin 15.
- St. Francis Xavier N.S., Roselawn Road, Blanchardstown, Dublin 15.
- Castleknock National School, Main Street, Castleknock, Dublin 15.
- St. Patrick's N.S. Diswellstown, Dublin 15.
- St. Brigid's N.S. Beechpark, Castleknock, Dublin 15.

**'Aonad Feeder Primary Schools'** refers to the primary schools of preference for application to Coláiste na Tulchann (the Aonad Lán-Ghaeilge in Luttrellstown Community College). These feeder primary schools are primary schools that provide education through the medium of Irish:

- Scoil Oilibhéir. Coolmine, Clonsilla, Dublin 15.
- Gaelscoil an Chuilinn, Powerstown Road, Tyrellstown, Dublin 15.
- Gaelscoil Thulach na nÓg, Rooske Rd, Castlefarm, Dunboyne, Co. Meath.
- Gaelscoil na Bóinne, Trim, Co. Meath.

## 2. Admission Statement from Patron DDLetb

### Definition of a 'Multidenominational School' in an ETB Context

ETB schools are state, co-educational, multidenominational 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, Luttrellstown Community College shall not discriminate in its admission of a Student based on the following grounds:

- 2.1 Gender of the Student or applicant.
- 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. However, for enrolment into Laochra, a Special Class, it is not discriminatory to refuse to admit to that class a Student who does not have the specified special educational need(s).

Luttrellstown Community College shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Student.

### 3. Legal Framework

DDLETB 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 Luttrellstown Community College 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 5.1.9 in respect of applications made to the First-Year Group and in Section 6.1.9 in respect of applications made to all years other than the First-Year Group.

It is important to understand that our school does not provide '*religious instruction*' and therefore the legal requirement to advise of the option to opt-out of religious instruction does not arise in this school. There is an important distinction between '*religious instruction*' and '*religious education*':

- *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.**
- *Religious education* is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.

As ETB schools are '*multi-denominational*' supports the provision of *religious education* that caters for all students regardless of their religious or non-religious beliefs.

#### Opting Out of Religious Instruction

Luttrellstown Community College offers *religious education* in all year groups as it promotes the holistic development of students and can contribute positively to their wellbeing in line with the principles of the Junior Cycle and Senior Cycle Frameworks. It facilitates the intellectual, social, emotional, spiritual, values and moral development of students and encourages respect for all members of our school communities. In addition, *religious education* supports the '*multi-denominational*' aspect of our school's ethos as it provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers.

As ETB schools are '*multi-denominational*', Luttrellstown Community College supports the provision of *religious education* that caters for all students regardless of their religious or non-religious beliefs and therefore does not provide *religious instruction* in one particular religion or belief.

However, as per Section 30(2)(e) of the Education Act (1998), Luttrellstown Community College recognises the right of parents, or students over the age of 18, attending publicly funded schools to withdraw from any subject contrary to their conscience, including *religious education*.

Parents or students over the age of 18 who wish to opt-out of *religious education* (RE) are required to make a written submission to the principal in the first instance. The submission should outline reasons why the opt-out is being requested. The principal will then arrange to meet with the parent(s) or student over the age of 18 to discuss the request. If after that meeting the parent or student over the age of 18 still wishes to opt out of *religious education*, the school will facilitate this in the following way:

Luttrellstown Community College will provide unsupervised study for senior students and in-class worksheets on alternative subjects for junior students whose parents wish their child to opt out of RE.

## 4. General Admission Provisions

### decision on an application for admission shall be based on:

- the implementation of this Admission Policy,
- the annual Admission Notice of the school, and the
- information provided by the Applicant in the application for admission.

In processing an application, Luttrellstown Community College **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 and Skills 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 and the school is oversubscribed;
- 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.

Luttrellstown Community College 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 Positive Behaviour and he/she shall make all reasonable efforts to ensure compliance with such Code by the Student.
- 4.8 The Student seeking admission to a Special Class in the school does not have the category of special educational needs specified by the Minister of Education and Skills in respect of that class.

**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.

**Section 7** of this Policy addresses the selection criteria and other matters related to the admission provisions for Laochra, Luttrellstown Community College's ASD Special Class.

**Section 8** of this Policy addresses the selection criteria and other matters related to the admission provisions for Coláiste na Tulchann, Aonad Luttrellstown Community College.

## **PART B**

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

- 5. Application to the First-Year Group including Appeal explanation**
- 6. Application to All Year Groups Other Than First Year including Appeal explanation**
- 7. Application to Laochra,**  
Luttrellstown Community College's centre for students with Autistic Spectrum Disorder including Appeal explanation
- 8. Application to Coláiste Na Tulchann,**  
an Aonad Lán-Ghaeilge for students who wish to learn through the medium of Irish including Appeal explanation

# Section 5

## **5 Application to the First-Year Group**

### **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
- 5.1.7** Refusal
- 5.1.8** Withdrawal of an offer
- 5.1.9** Appeals

## 5.1 Admission Provisions (First Year Group)

Where Luttrellstown Community College is not oversubscribed, all Students will be offered a school place, subject to sections 4.7 and 4.8.

A Student applying for the First Year Group but seeking admission to the Special Class should see Section 7 of this Admission Policy.

### 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 Luttrellstown Community College 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 to the same year group 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

Luttrellstown Community College will apply the following criteria for admission to the First-Year Group:

- 5.1.2.1 If the Student has siblings currently enrolled in the school.
- 5.1.2.2 If the Student resides in the Catchment Area.
- 5.1.2.3 Whether the Student attended Scoil Choilm, Clonsilla, D.15.
- 5.1.2.4 Whether the Student attended St. Mochta's N.S., Porterstown, Clonsilla, D. 15.
- 5.1.2.5 Whether the Student attended Castleknock Educate Together N.S. Beechpark Avenue, Castleknock D. 15.
- 5.1.2.6 Whether the Student attended Scoil Oilibhéir. Coolmine, Clonsilla, D.15.
- 5.1.2.7 Whether the Student attended Scoil Thomáis N.S. Laurel Lodge, Castleknock, D.15.
- 5.1.2.8 Whether the Student attended St. Francis Xavier N.S. Roselawn Road, Blanchardstown, D.15.
- 5.1.2.9 Whether the Student attended Castleknock National School, 5 Castleknock Road, D.15.
- 5.1.2.10 Whether the Student attended St. Patrick's N.S. Diswellstown, D.15.
- 5.1.2.11 Whether the Student attended St. Brigid's N.S. Beechpark Lawn, Castleknock, D.15.
- 5.1.2.12 If the Student has siblings who were previously enrolled in the school.

See Section 7 for selection criteria applicable to admission to the Laochra, the Special Class.

### 5.1.3 Selection process

Luttrellstown Community College 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, Luttrellstown Community College 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 Luttrellstown Community College 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 Luttrellstown Community College 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 Section 4.7 and 4.8. 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 Luttrellstown Community College 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 Luttrellstown Community College;
- 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.
- 5.1.7.5 An offer of admission may not be made where 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

Information relating to an Applicant's right to appeal a decision of Luttrellstown Community College regarding admission to the First-Year Group.

#### 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 Luttrellstown Community College, Porterstown Road, Clonsilla, Dublin 15. (info.luttrellstowncc@ddletb.ie). Such an appeal must be brought 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.

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.

#### Appeal where refusal was for a reason other than oversubscription

An Applicant who was refused admission to Laochra, Luttrellstown Community College 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 Luttrellstown Community College. Such an appeal must be brought 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.

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.

If an Applicant who chooses to appeal to the Board of Management is not satisfied with the decision of the Board of Management, the Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education and Skills under Section 29A of the Education Act 1998 and amendment 2018.

#### Basis for appeal

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.

**Note:** For First Year applications to other units in Luttrellstown Community College see Section 8 for selection criteria applicable to admission to Coláiste Na Tulchann, the Aonad Lán-Ghaeilge or see Section 7 for selection criteria applicable to admission to Laochra the Special ASD Class.

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

# Section 6

## **6 Application to All Year Groups Other Than FIRST YEAR**

### **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

## 6.1 Admission Provisions (Other Than FIRST YEAR)

Where Luttrellstown Community College is not oversubscribed, all Students will be offered a school place, subject to Section 4.7 and 4.8.

A Student applying for admission to a year-group other than First Year but seeking admission to the Special Class should see Section 7 of this Admission Policy.

### 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 Luttrellstown Community College 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 to the same year group 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 and/or Leaving Certificate Applied Programme in Luttrellstown Community College are oversubscribed, a Student applying for admission to such programmes 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/ese programmes.

### 6.1.2 Selection criteria in order of priority

Luttrellstown Community College will apply the following criteria for admission to a year-group other than First Year:

- 6.1.2.1 If the Student has siblings currently enrolled in the school;
- 6.1.2.2 If the Student resides in the catchment area;
- 6.1.2.3 If the Student attended Scoil Choilm, Clonsilla, D.15.
- 6.1.2.4 If the Student attended St. Mochta's N.S., Porterstown, Clonsilla, D. 15
- 6.1.2.5 If the student attended Castleknock Educate Together N.S. Beechpark Avenue, Castleknock D. 15.
- 6.1.2.6 If the student attended Scoil Oilibhéir. Coolmine, Clonsilla, D.15.
- 6.1.2.7 If the student attended Scoil Thomáis N.S. Laurel Lodge, Castleknock, D.15.
- 6.1.2.8 If the student attended St. Francis Xavier N.S. Roselawn Road, Blanchardstown, D.15.
- 6.1.2.9 If the student attended Castleknock National School, 5 Castleknock Road, D.15.
- 6.1.2.10 If the student attended St. Patrick's N.S. Diswellstown, D.15.
- 6.1.2.11 If the student attended St. Brigid's N.S. Beechpark Lawn, Castleknock, D15.
- 6.1.2.12 If the Student has siblings who were previously enrolled in the school.

**Note:** See Section 8 for selection criteria applicable to admission to Coláiste Na Tulchann, the Aonad Lán-Ghaeilge. See Section 7 for selection criteria applicable to admission to Laochra the Special ASD Class.

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

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

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

Where a Student is in receipt of an offer of a place within Luttrellstown Community College 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 two 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 Luttrellstown Community College,
- 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 and 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:

- 6.1.8.1 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 other 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

Information relating to an Applicant's right to appeal a decision of Luttrellstown Community College regarding admission to a year-group other than First Year.

#### 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 Luttrellstown Community College, Porterstown Road, Clonsilla, D.15 (info.luttrellstowncc@ddletb.ie). Such an appeal must be brought 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.

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.

#### Appeal where refusal was for a reason other than oversubscription

An Applicant who was refused admission to Laochra, Luttrellstown Community College 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 Luttrellstown Community College. Such an appeal must be brought 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.

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.

If an Applicant who chooses to appeal to the Board of Management is not satisfied with the decision of the Board of Management, the Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education and Skills under Section 29A of the Education Act 1998 and 2018 amendment.

#### Basis for appeal

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.

**Note:** For applications for other units in Luttrellstown Community College, see Section 8 for selection criteria applicable to admission to Coláiste Na Tulchann, the Aonad Lán-Ghaeilge or see Section 7 for selection criteria applicable to admission to Laochra the Special ASD Class.

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

# Section 7

## **7 Application to the Special Class Laochra**

### **7.1 Admission Provisions for the Special Class(es) Laochra**

- 7.1.1** Oversubscription
- 7.1.2** Selection criteria in order of priority
- 7.1.3** Selection process
- 7.1.4** Late Applications
- 7.1.5** Second/third-round offers of a place
- 7.1.6** Acceptance of a place
- 7.1.7** Refusal
- 7.1.8** Withdrawal of an offer
- 7.1.9** Appeals

## 7.1 Admission Provisions for Laochra, the Special Class(es) ASD Centre

Luttrellstown Community College has a Special Class, Laochra, which was established to cater for the special educational needs of students with Autism/Autistic Spectrum Disorders. Laochra aims to provide for students who are unable to avail of Special Needs Education Provision (SEN) in mainstream for the entirety of the school week, with the support and encouragement to access post primary education and to integrate into mainstream education at a level appropriate to the student. Students will be encouraged to participate in mainstream classes and may fully transition to mainstream education with the support of the care team and the wider Luttrellstown Community College community.

Only applications in respect of students whose needs fall within the category of special educational needs provided for by the Special Class will be considered. In this respect, the school requires that such needs of the Student be verified in a Relevant Report which has been prepared within the 12 months immediately preceding the Student's application to the Special Class.

Where the Special Class in Luttrellstown Community College is not oversubscribed, all Children whose needs fall within the category of special educational needs provided for by Laochra will be offered a place in Laochra, the ASD special class subject to sections 4.7 and 4.8.

### 7.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria, as set out at section 7.1.2 below, will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Luttrellstown Community College is in a position to offer further places that become available in the Special Class for and during that academic year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

Where an application is made on behalf of a Student for both the Special Class and a mainstream year group, and his/her application for one but not both is successful, s/he will remain in the same position on the waiting list for the group to which s/he was not successful, regardless of whether the Applicant accepts the place in the group to which the Student was successful.

For the avoidance of doubt, if a Student does not receive a place in the Special Class for a given academic year, but s/he wishes to be considered for admission to Special class 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 for the Special Class.

If a transfer Student is offered a place in the Special Class from the waiting list, the offer is subject to there being a place available in the relevant year group for that Student. If there is not a place available in the relevant year group, the next person on the waiting list for the Special Class will be considered for the place in question but this will not change the initial Student's place on the waiting list for the Special Class for the remainder of that school year, i.e. if another place subsequently became available in the Special Class during that school year, the initial Student at the top of the waiting list would be considered first, but again subject to there being a place in the relevant year group for that Student.

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

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.

Subject to these requirements, in the event of oversubscription, the following criteria for admission to the Special Class will apply:

### 7.1.2 Selection criteria in order of priority

- 7.1.2.1 If the student has a sibling in Luttrellstown Community College or/and Coláiste Na Tulchann.
- 7.1.2.2 Whether the student attended Scoil Choilm, D.15.
- 7.1.2.3 Whether the student attended Castleknock Educate Together N.S. D.15.
- 7.1.2.4 Whether the Student attended St. Mochta's N.S., Porterstown, Clonsilla, D. 15.
- 7.1.2.5 Whether the Student attended Scoil Oilibhéir. Coolmine, Clonsilla, D.15.
- 7.1.2.6 Whether the Student attended Scoil Thomáis N.S. Laurel Lodge, Castleknock, D.15.
- 7.1.2.7 Whether the Student attended St. Francis Xavier N.S. Roselawn Road, Blanchardstown, D.15.
- 7.1.2.8 Whether the Student attended Castleknock National School, 5 Castleknock Road, D.15.
- 7.1.2.9 Whether the Student attended St. Patrick's N.S. Diswellstown, D.15.
- 7.1.2.10 Whether the Student attended St. Brigid's N.S. Beechpark Lawn, Castleknock, D.15.
- 7.1.2.11 If the Student has siblings who were previously enrolled in the school.
- 7.1.2.12 If the Student resides in the catchment area Dublin 15.

### 7.1.3 Selection process

Luttrellstown Community College will apply the selection process as follows:

Having met the criteria for admission to the Special Class, applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available the remaining Applicants are considered against the second criterion and those Applicants who meet this criterion will be offered a place within the Special Class. This process is continuously carried out until all available places have been offered and accepted.

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

N.B. The number of places available in a year group is subject to reduction in the event that a placement(s) in the Special Class is/are given to Student(s) from that year group, i.e. the selection process for the Special Class will be completed before the selection process for the mainstream year group and the number of Students who are offered a place in the Special Class will be the number by which the places in the relevant mainstream year group(s) are reduced.

### 7.1.4 Late applications

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

Where Laochra is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Luttrellstown Community College and an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

### 7.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Laochra but does not accept the offer 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 Special Class have been filled.

### 7.1.6 Acceptance of a place

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

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School Admission Notice, or within two 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.

### 7.1.7 Refusal

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

- 7.1.7.1 The reasons that the Student was not offered a place in Luttrellstown Community College;
- 7.1.7.2 Details of the Student's ranking against the published selection criteria, if the year-group to which the applicant is applying is oversubscribed;
- 7.1.7.3 Details of the Student's place on the waiting list, if applicable; and
- 7.1.7.4 Details of the Applicant's right to appeal the decision

In addition to the conditions for consideration of an application as set out at 4.7 and 4.8, an offer of admission may not be made where:

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

### 7.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 7.1.8.1 The information contained in the application is false or misleading in a material respect, or
- 7.1.8.2 The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice of the school for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 7.1.8.3 An Applicant has not indicated:
  - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from 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 7.1.4 above.

### 7.1.9 Appeals

#### 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 Luttrellstown Community College, Porterstown Road, Clonsilla, D.15. (info.luttrellstownccc@ddletb.ie). Such an appeal must be brought 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.

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.

#### Appeal where refusal was for a reason other than oversubscription

An Applicant who was refused admission to Laochra, Luttrellstown Community College 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 Luttrellstown Community College. Such an appeal must be brought 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.

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.

If an Applicant who chooses to appeal to the Board of Management is not satisfied with the decision of the Board of Management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998 and amendment 2018.

#### Basis for appeal

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.

#### Transfers and Mid-cycle applications

Where a place is available subject to Laochra admissions criteria a student will transfer into the year group that is suitable for their age.

Provision will be made for applications from parents of students to transfer from mainstream Luttrellstown Community College into Laochra based on Laochra enrolment criteria.

# Section 8

## **8 Application to Coláiste na Tulchann**

### **8.1 Admission Provisions for Coláiste na Tulchann, Aonad Lán-Ghaeilge in Luttrellstown Community College**

- 8.1.1** Oversubscription
- 8.1.2** Selection Criteria in order of priority
- 8.1.3** Selection process
- 8.1.4** Late Applications
- 8.1.5** Second/third-round offers of a place
- 8.1.6** Acceptance of a place
- 8.1.7** Refusal
- 8.1.8** Withdrawal of an offer
- 8.1.9** Appeals

## 8.1 Admission to Coláiste Na Tulchann, the Aonad Lán-Ghaeilge in Luttrellstown Community College

Luttrellstown Community College operates an Aonad Lán-Ghaeilge, Colaiste Na Tulchann, which caters for Students who wish to be educated in an Irish-medium post primary setting. Applications made only for the Coláiste Na Tulchann will be considered solely for that purpose.

Where the Aonad Lán-Ghaeilge, Coláiste Na Tulchann, in Luttrellstown Community College is not oversubscribed, all students who seek admission therein will be offered a place in the Aonad Lán-Ghaeilge, subject to section 4.7 and 4.8.

### 8.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 8.1.2 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 Luttrellstown Community College 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 to the same year group 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 made 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.

### 8.1.2 Selection criteria in order of priority

Applications to the Aonad Lán-Ghaeilge Coláiste Na Tulchann will only be considered where the Aonad Lán-Ghaeilge was indicated on the application form provided to Luttrellstown Community College by the Applicant.

Luttrellstown Community College will apply the following criteria for admission to the Aonad Lán-Ghaeilge where the Aonad Lán-Ghaeilge is oversubscribed:

- 8.1.2.1 The Student has siblings currently enrolled in the school.
- 8.1.2.2 The Student attended a listed Aonad feeder primary school.
- 8.1.2.3 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 Aonad. 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;
- 8.1.2.4 If the Student resides in the catchment area within the Dublin 15 /East Meath area.
- 8.1.2.5 If the Student has siblings who were previously enrolled in the school.

### 8.1.3 Selection process

Luttrellstown Community College will apply the selection process for Coláiste Na Tulchann as follows:

Having met the criteria for admission to the Aonad Lán-Ghaeilge, applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available the remaining Applicants are considered against the second criterion and those Applicants who meet this criterion will be offered a place within the 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, Luttrellstown Community College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

### 8.1.4 Late applications

An application received by Coláiste na Tulchann, Luttrellstown Community College after the closing date published by Coláiste na Tulchann, Luttrellstown Community College, and set out in the Admission Notice, will be considered a late application for the purposes of this Admission Policy.

Where Coláiste na Tulchann, Luttrellstown Community College 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.

Where Coláiste na Tulchann, Luttrellstown Community College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Coláiste na Tulchann, Luttrellstown Community College, subject to sections 4.7 and 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.

### 8.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Coláiste na Tulchann, Luttrellstown Community College 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.

### 8.1.6 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.

### 8.1.7 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:

- 8.1.7.1 The reasons that the Student was not offered a place in Coláiste na Tulchann, Luttrellstown Community College.
- 8.1.7.2 Details of the Student's ranking against the published selection criteria, if the year-group to which the applicant is applying is oversubscribed,
- 8.1.7.3 Details of the Student's place on the waiting list, if applicable, and
- 8.1.7.4 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 and 4.8, an offer of admission may not be made where:

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

### 8.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 8.1.8.1 The information contained in the application is false or misleading in a material respect, or
- 8.1.8.2 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
- 8.1.8.3 An Applicant has not indicated:
  - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from other school(s) and if so, the details of the school(s);  
and
  - (ii) whether or not s/he has accepted an offer of admission from other school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the 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 8.1.4 above.

### 8.1.9 Appeals

Information relating to an Applicant's right to appeal a decision of Luttrellstown Community College regarding admission to the Aonad Lán-Ghaeilge in the First-Year Group.

#### 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 Luttrellstown Community College, Porterstown Road, Clonsilla, D.15. (info.luttrellstownncc@ddletb.ie). Such an appeal must be brought 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.

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.

#### Appeal where refusal was for a reason other than oversubscription

An Applicant who was refused admission to Coláiste na Tulchann, Luttrellstown Community College 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 Luttrellstown Community College. Such an appeal must be brought 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.

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.

If an Applicant who chooses to appeal to the Board of Management is not satisfied with the decision of the Board of Management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998 and amendment 2018.

#### Basis for appeal

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.