



## **Admission Policy of**

### **Gorey Community School**

**Roll number: 91492N**

**School Patron/s:**

**The Loreto Sisters IBVM**

**Waterford and Wexford Education and Training Board**

## **1. Introduction**

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

The policy was approved by the school patron on [date]. 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 Gorey Community School's 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.

### **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 Gorey Community School.

**'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 Gorey Community School by virtue of application alone.

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

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

For the purpose of this policy **'Staff member'** refers to Teachers registered with the Teaching Council and who are currently contracted by the Board of Management of Gorey Community School in a PWT/CID/FT capacity, and ancillary staff who are directly paid employees of the Board of Management of Gorey Community School and who are currently (at the time of application), employed on an ongoing and non-temporary basis by the Board).

**'Feeder Primary Schools'** refers to the primary schools of preference for application to Gorey Community School. The feeder primary schools for Gorey Community School are (in alphabetical order):

- i. **Ballycanew Primary School**
- ii. **Ballyduff Primary School**
- iii. **Ballyoughter Primary School**
- iv. **Ballythomas Primary School**
- v. **Camolin Primary School**
- vi. **Castletown Primary School**
- vii. **Clologue Primary School**
- viii. **Craanford Primary School**
- ix. **Educate Together**
- x. **Gorey Central**
- xi. **Gorey Gaelscoil**
- xii. **Kilanerin Primary School**
- xiii. **Loreto Primary School**
- xiv. **Riverchapel Primary School**
- xv. **St. Joseph's Primary School**
- xvi. **Tara Hill Primary School**

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

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

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

**‘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 . Gorey Community School 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.

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

## **2. Characteristic spirit and general objectives of the school**

Gorey School Community School is a co-educational multi-denominational post-primary school under the joint patronage of The Loreto Sisters and WWETB.

Community Schools provide a comprehensive system of post-primary education open to all the children of the local community. An innovative approach to delivery of a wide-ranging curriculum contributes to the spiritual, moral, mental, physical and social well-being of students within their community. Community Schools may also provide for life-long learning within their local community through the provision of adult education programmes.

Our school was established under the Deed of Trust and opened on September 1<sup>st</sup> 1993. Gorey Community School was opened following the amalgamation of Loreto Abbey, Gorey Vocational College and the CBS . The values of WWETB as a multi-denominational State Body and the inherited traditions, Christian values and founding intentions of The Loreto Sisters are enshrined in the characteristic spirit, and in the life of our school and are respected and cherished.

The core values of Gorey Community School are care, respect, community, inclusion, equality, justice and fairness. These values combine to provide and support an atmosphere which is conducive to excellence in teaching and learning. We endeavour to assist each student to reach his/ her full potential in a calm, caring and creative environment.

Our values are reflected in how we live as a school community. The unique and intrinsic value of each member of the school community is recognised and respected. All are treated equally, regardless of race, gender, religion/belief, age, family status, marital status, civil status, membership of the Traveller community, sexual orientation, ability, disability or socio-economic status. All students are given equal opportunity for enrolment, in line with the Education (Admissions to School) Act (2018) construed

in accordance with section 3 of the Equal Status Act 2000. Once enrolled, Gorey Community School provides all our students with equal opportunities to engage with the curriculum, school life and the local community.

Gorey Community School provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity, culture or background. Our school promotes a fully inclusive education which recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded and responsible citizens with a strong sense of shared values with a view to contributing to a just and fairer society.

Our school is multi-denominational where we welcome, respect and support students of all religions and beliefs. The provision of religious education, religious worship and the work of the Chaplain all combine to reflect the founding intention of the school, the school's mission statement and the needs of the students within the school. The characteristic spirit of the school finds practical expression through the provision of pastoral, liturgical and social outreach activities, as appropriate, for each student. In Gorey Community School, we celebrate the partnership, collaboration and empathy, which nurtures and develops our young people in a community where the essence of our ethos is care and respect for self, others and our environment.

### **Mission Statement.**

As a community school, we foster a safe and positive, learning environment where we can all realise our potential as citizens of the 21st century. Community, personal responsibility and belonging is at the heart of all that we do in Gorey Community School.

### **3. Admission Statement**

Gorey 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. However, where the school

provides education exclusively for a category or categories of special educational need(s) in a Special Class, it is not discriminatory to refuse to admit to that class a Student who does not have the specified special educational need(s).

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

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

Gorey Community School is a school which has established two classes, with an overall maximum enrolment of 12 students with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

A student applying for a year-group but seeking admission to the Special Class should see section 16 of this Admission Policy. If the Student is also applying for a place in the mainstream Year Group in the event of an unsuccessful application to the Special Class, section 6 is also applicable in the case of the First-Year Group and section 15 in the case of all other Year Groups.

For clarity, it is possible to seek admission to both the Special Class and the relevant mainstream Year group and be offered a place in both the Special Class and the mainstream Year Group or the mainstream Year group only. It is not possible to be offered a place in the Special Class only and not in the relevant Year Group.

#### **5. Admission of Students**

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.
- c) 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.
- d) Where the admission of an applicant would pose a significant risk to the health and safety of the applicant or the students and staff of the school, or pose a

significant risk to the right of other students to an appropriate education then such an application for admission may be refused by the board of management.

#### **School with special education class(es)**

The special classes attached to Gorey Community School provides an education exclusively for students with a diagnosis of ASD and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

## **6. Oversubscription**

In the event that the school is oversubscribed, the school will, when deciding on applications for admission to the First-Year Group, 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:

The Board of Management will make decisions in respect of applications based on the following criteria.

1. Siblings of students currently attending Gorey Community School.
- 2 Siblings of former students of Gorey Community School.
3. Children of Teachers (for the purposes of the Admission Policy a Teacher shall be defined as those registered with the Teaching Council and who are currently contracted by the Board of Management of Gorey Community School in a PWT/CID/FT capacity) ,and ancillary staff (for the purposes of the Admission Policy, ancillary staff are defined as those people who are directly paid employees of the Board of Management of Gorey Community School and who are currently (at the time of application), employed on an ongoing and non temporary basis by the Board).
4. Students who currently attend Primary Schools which are identified as feeder schools for Gorey Community School by the Department of Education & Skills in its current definition of catchment area boundaries (the list appears on the next page). This includes students who have moved to a school outside the catchment area for 6th class for educational purposes having already completed 5th and/or 6th class in a feeder school.
5. Intending 1st year students who are currently in 6th class in a primary school which has not been identified as a feeder school for Gorey Community School.

#### **Selection Criteria:**

Gorey Community School will apply the following criteria for admission:

1. If the Student has siblings currently enrolled in the school;

2. If the Student had siblings previously enrolled in the school;
3. If the Student has a parent who is a staff member of Gorey Community School;
4. Whether the Student attended one of the feeder schools listed below up to the completion of 5<sup>th</sup> and/or 6<sup>th</sup> class, including those who may have moved to a school that is not identified as a feeder school for 6<sup>th</sup> class for educational purposes:
  - i. Ballycanew Primary School
  - ii. Ballyduff Primary School
  - iii. Ballyoughter Primary School
  - iv. Ballythomas Primary School
  - v. Camolin Primary School
  - vi. Castletown Primary School
  - vii. Clologue Primary School
  - viii. Craanford Primary School
  - ix. Educate Together
  - x. Gorey Central
  - xi. Gorey Gaelscoil
  - xii. Kilanerin Primary School
  - xiii. Loreto Primary School
  - xiv. Riverchapel Primary School
  - xv. St. Joseph's Primary School
  - xvi. Tara Hill Primary School
5. If the student is currently a 6th class pupil in a primary school which has not been identified as a feeder school for Gorey Community School

### **Selection Process**

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.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), Gorey Community School will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

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.

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<sup>1</sup>.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

- In the event of criterion 1 exceeding 270, a lottery will take place in that criterion.
- In the event of criterion 1 not reaching 270, all students included in criterion 2 will be placed in an open lottery.
- In the event of criterion 1 and 2 not reaching 270 places, all students included in criterion 3 will be placed in an open lottery.
- In the event of criterion 1,2 and 3 not reaching 270 places all students in criterion 4 will be placed in an open lottery.

The lottery will be used to offer available places and places on the waiting list.

In the event that there are two or more siblings in the Lottery, if one of the sibling(s) is/are selected the other sibling(s) are automatically offered a place.

Parents/guardians who wish to keep their son/daughter on the waiting list once the school year has commenced must inform the Board of Management in writing by September 1st.

The lottery will be held in the school under independent supervision and parents will be invited to attend.

**The Schools listed below are those schools inside the official catchment area as specified by the Department of Education and Skills. (in alphabetical order)**

**SCHOOL NAME**

**Ballycanew Primary School**  
**Ballyduff Primary School**  
**Ballyoughter Primary School**  
**Ballythomas Primary School**  
**Camolin Primary School**  
**Castletown Primary School**

<sup>1</sup> This approach is based on section 2 of the Education for Persons with Special Educational Needs (EPSEN) Act 2004, which requires that: "A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with the best interests of the child as determined in accordance with any assessment carried out .... or the effective provision of education for children with whom the child is to be educated."

**Clologue Primary School  
Craanford Primary School  
Educate Together  
Gorey Central  
Gorey Gaelscoil  
Kilanerín Primary School  
Loreto Primary School  
Riverchapel Primary School  
St. Joseph's Primary School  
Tara Hill Primary School**

## **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;  
other than in relation to: admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned.
- (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 other than, in the case of the school wishing to include a selection criteria based on siblings of a student attending or having attended the school;
- (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.  
This is also subject to the school making offers based on existing waiting lists (up until 31<sup>st</sup> January 2025 only).

## **8. Decisions on applications**

All decisions on applications for admission to Gorey 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

(Please see section 14 below in relation to applications received outside of the admissions period and section 15 below in relation to applications for places in years other than the intake group.)

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 19 below for further details).

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

In accepting an offer of admission from Gorey 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 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.

## **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 Gorey 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 section 10 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 school year concerned than places available, a waiting list of students whose applications for admission to Gorey 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 Gorey 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.

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.

## **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.

An application received by Gorey Community School 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. This includes applications received after the commencement of the school year.

Where Gorey Community School is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to:

- a) the parent of a student, when required by the Principal in accordance with section 23(4) of the Education (Welfare) Act 2000, confirming 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.
- b) The Student seeking admission to a Special Class in the school has the category of special educational needs specified by the Minister of Education and Skills in respect of that class.

Where Gorey Community School 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:

- a) the parent of a student, when required by the Principal in accordance with section 23(4) of the Education (Welfare) Act 2000, confirming 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.
- b) The Student seeking admission to a Special Class in the school has the category of special educational needs specified by the Minister of Education and Skills in respect of that class.

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.

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

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

1. The school enrolment form must be completed in full.
2. All relevant information from the applicants' former school must be made available including:  Copies of the two most recent school reports.  Copies of results of any state examinations taken by the student.  Copies of all psychological reports.
3. All applications to enter the school or to join the school during the school year must be in agreement with the school's current admission policy.

4. There must be a place available for the student in the particular year group after the general admissions criteria have been applied. The maximum numbers in each year/programme group for the 2021/22 academic year are as follows: - 1st year 280, 2nd year 250, 3rd year 275, LCA 20, 5th year 270, 6th year 270 and Transition year 220.

5. The change of school must be in the best interest of the student, the school, and the other students in the school.

6. The change of school must be of educational benefit to the student. (It may not be possible to offer the student certain subject combinations or a place in a certain programme.)

7. In arriving at a decision the Board of Management may consult with the Parents/Guardians, the student's former school and the education welfare officer.

8. As soon as is practicable but not later than 21 days the Secretary to the Board of Management shall make a decision in respect of the application and inform the Parents/Guardians.

9. Provision may be made for an interview with the Principal using the criteria outlined above.

10. The Board of management reserves the right to refuse to enrol a student who has applied for admission to the school.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are considered late applications see Section 14.

### **Procedures for admission of students to other years and during the school year**

Where Gorey Community School is not oversubscribed, all Students will be offered a school place, subject to Section 5 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.

When the number of applications exceeds the number of places available, Gorey Community School will apply the following criteria for admission:

Gorey Community School will apply the following criteria for admission:

1. If the Student has siblings currently enrolled in the school;

2. If the Student had siblings previously enrolled in the school;
3. If the Student has a parent who is a staff member of Gorey Community School;
4. Whether the Student attended one of the feeder schools listed below up to the completion of 5<sup>th</sup> and/or 6<sup>th</sup> class, including those who may have moved to a school that is not identified as a feeder school for 6<sup>th</sup> class for educational purposes:
  - xvii. Ballycanew Primary School
  - xviii. Ballyduff Primary School
  - xix. Ballyoughter Primary School
  - xx. Ballythomas Primary School
  - xxi. Camolin Primary School
  - xxii. Castletown Primary School
  - xxiii. Clologue Primary School
  - xxiv. Craanford Primary School
  - xxv. Educate Together
  - xxvi. Gorey Central
  - xxvii. Gorey Gaelscoil
  - xxviii. Kilanerin Primary School
  - xxix. Loreto Primary School
  - xxx. Riverchapel Primary School
  - xxxi. St. Joseph's Primary School
  - xxxii. Tara Hill Primary School

### **Selection Process**

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.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), Gorey Community School will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

If necessary, a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Gorey Community School 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 Leaving Certificate Applied Programme in Gorey Community School are oversubscribed, a Student applying for admission to such programm(es) 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 programm(es).

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are considered late applications see Section 14.

## **16. Procedures for admission of students to the Special Class**

Gorey Community School has been sanctioned for a special class with a maximum overall enrolment of 12 students, established to cater for the special educational needs of Students with Autism/Autistic Spectrum Disorder (ASD).

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 Gorey Community School is not oversubscribed, all Students whose needs fall within the category of special educational needs provided for by the Special Class will be offered a place in the Special Class, subject to section 5 of this Admissions Policy.

However, under Section 15(1) of the Education Act 1998 the board of management has a responsibility to provide, or cause to be provided, an appropriate education for each student at the school and has a duty of care to ensure as far as practicable the health and safety of the students and the staff. Where the admission of an applicant would pose a significant risk to the health and safety of the applicant or the students and staff of the school, or pose a significant risk to the right of other students to an appropriate education then such an application for admission may be refused by the board of management.

For clarity, it is possible to seek admission to both the Special Class and the relevant mainstream Year group and be offered a place in both the Special Class and the mainstream Year Group or the mainstream Year group only. It is not possible to be offered a place in the Special Class only and not in the relevant Year Group.

### **Oversubscription:**

When the number of applications exceeds the number of places available, the published selection criteria as set out at 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 Gorey Community School 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 the 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.

**Selection criteria in order of priority:**

Applications to the Special Class will only be considered if the Student's needs fall within the specified category of special educational needs provided for by this class. Subject to this requirement, in the event of oversubscription, the following criteria for admission to the Special Class will apply:

- i.   If the Student has siblings currently enrolled in the school;

- ii. The greatest level of educational need, as determined by the Principal in consultation with the NCSE and/or NEPS, having considered the Relevant Report in respect of the Child;
- iii. Whether the student attended one of the feeder schools listed in the glossary of terms;
- iv. If the Student has siblings currently previously enrolled in the school;

### **Selection process:**

Gorey Community School 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, Gorey Community School will apply a random lottery to assign any available places in the Special Class, 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.<sup>2</sup>

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

This rule applies to all schools.

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

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

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<sup>2</sup> This approach is based on section 2 of the Education for Persons with Special Educational Needs (EPSEN) Act 2004, which requires that: "A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature or degree of those needs of the child is such that to do so would be inconsistent with the best interests of the child as determined in accordance with any assessment carried out .... or the effective provision of education for children with whom the child is to be educated."

**Note:** Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

## **18. Arrangements regarding students not attending religious instruction**

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

Gorey Community School 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 and in the spirit of the Deed of Trust. 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.

In this context it is important to understand the distinction between '*religious education*' and '*religious instruction*':

- *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.
- *Religious instruction* is instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition.

Given that Religious Education, as distinct from Religious Instruction, is timetabled across our school at all levels the legal requirement to advise of the option to opt-out of religious instruction does not arise.

## **19. 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.