



## **POLICY FOR ADMISSION TO SCHOOL YEAR 2026 - 2027**

### **Clonturk Community College**

**Date ratified by the Board of Management:**

**Signature of the Chair of the Board of Management:** *A. Cepeda*

**Date for review: 17<sup>th</sup> September 2025**

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

## **INTRODUCTION TO CLONTURK COMMUNITY COLLEGE**

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City of Dublin Education and Training Board and Educate Together announced the opening of Clonturk Community College in September 2016.

Co-educational, equality-based and managed on democratic principles, Clonturk Community College provides an education for students that contributes both to their personal development as well as to the social, economic and cultural development of their community. Clonturk Community College places the learning needs of students at the centre of the curriculum process and uses creative and participative teaching and learning approaches that reflect this.

Our vision for the College is of a welcoming and vibrant school community in which all members will experience a real sense of active participation and belonging. Students work together in an atmosphere of dignity and respect. Clonturk Community College offers highly qualified and experienced teachers and a rich range of sporting and extra-curricular activities.

We currently offer the Junior Cycle Programme, Transition Year Programme and the Senior Cycle Programme extending to LCVP and the LCA. Subjects and programmes to be offered are subject to sufficient demand to accrue the necessary resources as determined by the Board of Management, in addition, the Board of Management sets the number of students we can offer places to each year and this is published in the Admissions notice.

The college is committed to the successful implementation of recent legislation, in particular the Education Admission to Schools Act (2018), Education and Training Board Act (2013), Education Act (1998), the Education Welfare Act (2000) and the Equal Status Act (2000). Clonturk Community College does not discriminate in our admission of students, on the grounds of gender, civil status, family status, sexual orientation, religion, disability, race, Traveller Community membership or special educational needs. The rationale for this policy is to provide fair, transparent and effective criteria for admission of students to the College in compliance with legislative requirements. The Board of Management fully subscribes to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality.

Clonturk Community College, as a college of the City of Dublin Education and Training Board, will operate within the regulations laid down 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. The Admissions Policy will be reviewed annually by the Board of Management.

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# **PART A**

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

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

## 1 GLOSSARY OF TERMS

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**‘Applicant’** means the parent / guardian of a Student, or, in the case of a Student who has reached the age of 18 years, the Student, who has made an application for admission to Clonturk 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 an application or acceptance of offer makes him/her a student of Clonturk Community College; a person is only regarded as a student of Clonturk Community College once s/he is enrolled on his/her first day of attendance. It does not include a person who was formerly enrolled in the school and was permanently excluded from the school or who left the school after being recommended for expulsion by the Board of Management.

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

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

**‘Catchment Area’** refers to the designated residential area (determined by the Board of Management of Clonturk Community College in respect of the person on whose behalf the application is being made (to all classes other than the Special Class). The Catchment Area for Clonturk Community College is defined as: Dublin 3, 5, 7, 9 and 11.

**‘Catchment Area for the Special Class(es)’** refers to the designated residential area (determined by the Board of Management of Clonturk Community College) Clonturk Community College in respect of the person on whose behalf the application is being made to the Special Class. The Catchment Area for the Special Class(es) within Clonturk Community College is defined as: Dublin 3, 5, 7, 9 and 11.

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

**‘Feeder Primary Schools’** refers to the primary schools of preference for application to Clonturk Community College. The feeder primary schools for Clonturk Community College are:

- Killester Raheny Clontarf ETNS, Collins Avenue, Clontarf West, Dublin 5; D05 F2H1
- **North Bay Educate Together**; Greendale Avenue; Kilbarrack; Dublin 5; D05 K744
- **Grace Park Educate Together NS**; DCU All Hallows Campus, Grace Park Road, Drumcondra, Dublin 9, D09 KDW4;
- **Glasnevin Educate Together NS**; Griffith Avenue, Dublin, D11 A2YT;
- **North Dublin National School Project (NDNSP)**; Ballymun Road, Whitehall, Dublin
- **Dublin 7 Educate Together NS**, Orchard Terrace, Grangegorman Upper, Phibsborough, Dublin 7
- **Broombridge Educate Together NS**, Bannow Road, Cabra West, Dublin 7, D07 TD93
- **Paradise Place Educate Together NS**; Phibsborough, Dublin 7

**‘Student’** 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, 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. Clonturk Community College has a Special Class(es), established to cater for special educational needs of Students with Autism/Autistic Spectrum Disorders.

**‘Relevant Report’**, as advised by the Department of Education and the National Council for Special Education (NCSE), means a written report, based on an assessment by a relevant professional, which:

- (a) provides detailed evidence of the Student’s needs,
- (b) confirms that those needs constitute complex/severe educational needs which arise from a named diagnosis relating to the Student, and
- (c) makes a recommendation for a Special Class placement for the Student on the basis of his/her complex/severe educational needs arising from said diagnosis.

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 year in our school.

## 2 ADMISSION STATEMENT

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Clonturk Community College is a state, co-educational, multi-denominational schools underpinned by the core values of:

- Excellence in Education;
- Care;
- Equality;
- Community and
- Respect.



As the state provider of education, the ETB sector defines a 'multi-denominational' school in the following way:

- In City of Dublin 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 City of Dublin 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.



- City of Dublin Education and Training Board and Educate Together partner schools are also committed to the values laid down in Educate Together's Charter. Our schools are learner-centred, equality-based, co-educational and run democratically. This means that all members of the school community, whatever their social, cultural or belief background, work together in an atmosphere of dignity and respect. Students follow an ethical curriculum, which includes learning about different religions and belief systems. Our ethos provides a strong moral, ethical and spiritual framework for the whole school community, and informs all policies and practices in the daily life of the school. In exercising this policy making and decision making responsibilities the School Manager/Board of Management upholds the characteristic spirit of the school.

Clonturk Community College shall not discriminate in its admission of a Student based on the following grounds:

- 2.1. Sex or 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, 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).
- 2.10. Clonturk 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**

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Clonturk Community College 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 Clonturk 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 5.4 in respect of applications made to the First-Year group and in section 6.4 in respect of applications made to all year other than the First- Year group.

The Department of Education and Skills' Rules and Programme for Secondary Schools 2004/05 sets out rules to which post-primary schools must adhere in the provision of education. However, should such rules be amended or replaced in the future the interpretation of this Policy shall be construed accordingly.

Clonturk Community College will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Clonturk Community College will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

## 4 GENERAL ADMISSION PROVISIONS

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

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

In processing an application Clonturk 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 providing education exclusively to Students with a specified category of special educational needs or a special class;
- 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 who completed up to and including 6<sup>th</sup> year in the school. Unless the connection is a sibling of the Student concerned attending, or having attended, the school, or a parent or grandparent having previously attended the school. However, the maximum number of places filled by this criterion does not exceed 25% of the available places as set out in the school's Admission Notice for that academic year.
- 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 admissions notice for 2025 - 2026.

Clonturk 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 he/she 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 in respect of that class.

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

Section 5 of this Policy addresses the selection criteria and other matters related to the admission provisions for the first-year group.

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

Section 7 of this Policy addresses the selection criteria and other matters related to the admission provisions for the Special Class(es).

# **PART B**

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

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

## **SECTION 5**

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

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

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

- 5.1.1. Oversubscription
- 5.1.2. Selection criteria in order of priority
- 5.1.3. Selection process
- 5.1.4. Late Applications
- 5.1.5. Second/third-round etc. 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

##### **5.2 Appeals**

- 5.2.1 Appeal where refusal was due to oversubscription
- 5.2.2 Appeal where refusal was for a reason other than oversubscription
- 5.2.3 Basis for a review by the board of management

## **5.1 ADMISSION PROVISIONS (FIRST YEAR GROUP)**

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In the event that Clonturk 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 the First-Year Group but seeking admission to the Special Class should see section 7 of this Admission Policy. If the Student is also applying for a place in the mainstream First-Year Group in the event of an unsuccessful application to the Special Class, this section 5 is also applicable.

Incomplete applications received by the school will not be processed under this 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 for the school year in respect of which the applications are made. Where Clonturk Community College is in a position to offer further school places that become available for and during the 2025 - 2026 school year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list, subject to the provisions of section 7.1.1 regarding the Special Class.

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 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.

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**

Clonturk Community College will apply the following criteria for admission to the first- year group:

- 5.1.2.1 If the Student will have attained 12 years of age by the 31<sup>st</sup> January of the academic year to which s/he is applying to be enrolled in First Year, after having completed sixth class (or equivalent) in primary school and If the Student currently has siblings who were previously enrolled in the school.
- 5.1.2.2 If the Student will have attained 12 years of age by the 31<sup>st</sup> January of the academic year to which s/he is applying to be enrolled in First Year, after having completed sixth class (or equivalent) in primary school and if the Student is a child of a current permanent (CID) member of Clonturk Community College staff (capped at 5% of places).
- 5.1.2.3 If the Student will have attained 12 years of age by the 31<sup>st</sup> January of the academic year to which s/he is applying to be enrolled in First Year, after having completed sixth class (or equivalent) in primary school and Whether the Student, at the time of application, is attending Feeder Schools and has been enrolled there for at least one full academic year AND if the student resides within the Catchment Area;
- 5.1.2.4 If the Student will have attained 12 years of age by the 31<sup>st</sup> January of the academic year to which s/he is applying to be enrolled in First Year, after having completed sixth class (or equivalent) in primary school and if the student resides within the Catchment Area.
- 5.1.2.5 If the Student will have attained 12 years of age by the 31<sup>st</sup> January of the academic year to which s/he is applying to be enrolled in First Year, after having completed sixth class (or equivalent) in primary school and if the Student lives outside the Catchment Area and attends one of the feeder schools
- 5.1.2.6 If the Student will have attained 12 years of age by the 31<sup>st</sup> January of the academic year to which s/he is applying to be enrolled in First Year, after having completed sixth class (or equivalent) in primary school and all other applicants



### **5.1.3 Selection process**

Clonturk 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 relevant year group 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 relevant year group. 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, Clonturk Community College will apply a random lottery to assign any available places in the relevant year group, 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>1</sup>.

### **5.1.4 Late applications**

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

Where the relevant year group 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

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<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.”*

with the date and time they were received by the school, subject to section(s) 4.7 and 4.8. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where the relevant year group is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within the relevant year group, 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 operated i.e. a digital 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 etc. offers of a place**

Where a Student is in receipt of an offer of a place within the relevant year group but does not accept the offer, or fails to accept within the specified time period, 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 relevant year group 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 a digital Acceptance Form by the college.

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 he/she 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 refusal 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 Clonturk 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 over- subscribed.
- 5.1.7.3. Details of the Student's place on the waiting list, if applicable.
- 5.1.7.4. Details of the Applicant's right to appeal the decision.

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

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

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

An offer of admission may be withdrawn where:

- 5.1.8.1 The information contained in the application is false or misleading in a material respect, or
- 5.1.8.2 The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school for the 2025 - 2026 academic year, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 5.1.8.3 The offer made to the student is refused in writing
- 5.1.8.4 An Applicant has not indicated:
  - 5.1.8.4.1 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
  - 5.1.8.4.2 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.

### **5.1.2 Appeals**

For information relating to an Applicant's right to appeal a decision of Clonturk Community College regarding admission to the First-Year group, see section 5.2.

## **5.2. APPEALS**

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

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available here: <https://assets.gov.ie/static/documents/review-by-board-of-management-request-form.pdf> , from the school office and on the school's website ([www.Clonturkcc.ie](http://www.Clonturkcc.ie)), for it to be reviewed by the board of management of Clonturk Community College. Such a review must be sought by the Applicant within twenty-one calendar days from the date of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing [info@clonturkcc.cdetb.ie](mailto:info@clonturkcc.cdetb.ie).

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website (<https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student->

[due-to-a-school-being-oversubscribed/#how-to-appeal-if-a-child-has-been-refused-admission-because-the-school-is-full](#)) or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's '*Procedures for hearing and determining appeals under section 29*', such an appeal must not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

### **5.2.2 Appeal where refusal was for a reason other than oversubscription:**

An Applicant who was refused admission to Clonturk Community College for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the board of management of Clonturk Community College. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing [info@clonturkcc.cdetb.ie](mailto:info@clonturkcc.cdetb.ie). (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

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

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

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

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

# **SECTION 6**

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

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

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

- 6.1.1. Oversubscription
- 6.1.2. Selection criteria in order of priority
- 6.1.3. Selection process
- 6.1.4. Late Applications
- 6.1.5. Second/third-round etc offers of a place
- 6.1.6. Acceptance of a place
- 6.1.7. Refusal
- 6.1.8. Withdrawal of an Offer
- 6.1.9. Appeals

#### **6.2 Appeals**

- 6.2.1 Appeal where refusal was due to oversubscription
- 6.2.2 Appeal where refusal was for a reason other than oversubscription
- 6.2.3 Basis for review by the board of management

## **6.1 Admission Provisions (Other Than First-Year)**

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In the event that Clonturk 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. If the Student is also applying for a place in the mainstream year group other than First-Year in the event of an unsuccessful application to the Special Class, this section 6 is also applicable.

Incomplete applications received by the school will not be processed under this 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 for the school year in respect of which the applications are made. Where Clonturk Community College is in a position to offer further school places that become available for and during the 2025 - 2026 school year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list, subject to the provisions of section 7.1.1 regarding the Special Class.

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 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.

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 Clonturk Community College is/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).

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

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

- 6.1.2.1 If the Student currently has siblings who are currently, or were previously enrolled in Clonturk Community College.
- 6.1.2.2 If the Student is a child of a current permanent (CID) member of Clonturk Community College staff (capped at 5% of places).
- 6.1.2.3 If the Student lives within the Catchment Area and attends one of the feeder schools
- 6.1.2.4 If the Student lives within the Catchment Area
- 6.1.2.5 If the Student lives outside the Catchment Area and attends one of the feeder schools
- 6.1.2.6 All other applicants

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**

Clonturk 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 relevant year group 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 relevant year group. 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, Clonturk Community College will apply a random lottery to assign any available places in the relevant year group, or on the waiting list, to those applications.

### **6.1.4     Late applications**

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

Where Clonturk 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 college before the closing date for applications. Such applications will be placed on the waiting list in accordance with the date and time

they were received by Clonturk Community College and subject to section(s) 4.7 and 4.8. For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where Clonturk Community College is not oversubscribed, i.e. there is no waiting list, and it receives a late application, the Student seeking admission will receive an offer of a place within the relevant year group, subject to section 4.7 and 4.8 and the same process as applies to Applicants whose applications were received before the closing date will be operated i.e. an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

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

Where a Student is in receipt of an offer of a place within the relevant year group but does not accept the offer, or fails to accept within the specified time period, 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 relevant year group have been filled.

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

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

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

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for refusal 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 Clonturk 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,
- 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 another school(s) and if so, the details of the school(s); and
  - (ii)    whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

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

#### **6.1.9 Appeals:**

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

## **6.2 APPEALS**

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### **6.1.2 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 Clonturk Community College at Swords Road, Whitehall, Dublin 9 / [info@clonturkcc.cdetb.ie](mailto:info@clonturkcc.cdetb.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.

### **6.1.3 Appeal where refusal was for a reason other than oversubscription:**

An Applicant who was refused admission to Clonturk 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 Clonturk 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.

#### **6.1.2 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.

# **SECTION 7**

## **APPLICATION TO THE SPECIAL CLASSES**

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### **7.1 Admission provisions for the special class(es)**

- 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

### **7.2 Appeals**

- 7.2.1 Appeal where refusal was due to oversubscription
- 7.2.2 Appeal where refusal was for a reason other than oversubscription
- 7.2.3 Basis for appeal

## **7.1 ADMISSION PROVISIONS FOR THE SPECIAL CLASS**

Clonturk Community College has a Special Class, established to provide education to Students with severe/complex educational needs arising from Autism/Autistic Spectrum Disorders.

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 24 months immediately preceding the Student's application to the Special Class.

Where a Special Class in Clonturk Community College is not oversubscribed, all Students whose needs fall within the category of special educational needs provided for by the Special Class and who submit the requisite relevant report together with the documentation from the NCSE, will be offered a place in the Special Class, subject to sections 4.7 and 4.8.

Incomplete applications received by the school will not be processed under this policy.

### **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 Clonturk 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 subject to there being a place in the relevant mainstream year group. 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 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 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 for 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.

#### **7.1.2 Selection criteria in order of priority:**

Applications to a 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:

- 7.1.2.1. If the Student currently has siblings enrolled in Clonturk Community College (at time of application).

- 7.1.2.2 If the Student is a child of a current permanent (CID) member of Clonturk Community College staff (capped at 5% of places).
- 7.1.2.3 If the Student lives within the Catchment Area and attends one of the feeder schools
- 7.1.2.4 If the Student lives within the Catchment Area
- 7.1.2.5 If the Student lives outside the Catchment Area and attends one of the feeder schools
- 7.1.2.6 All other applicants

### **7.1.3 Selection process:**

Clonturk Community College will apply the selection process as follows:

Having met the criteria for admission to a 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 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, Clonturk 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.<sup>3</sup>

### **7.1.4 Late applications:**

An application received by Clonturk Community College after the closing date published by

Clonturk Community College, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where the Special Class 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, irrespective of any selection criteria which may be applied to applications received 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 sections 4.7 and 4.8.

For the avoidance of doubt, selection criteria are not relevant to, and will not be applied to, late applications.

Where the Special Class is not oversubscribed, *i.e.* there is no waiting list, and it receives a late application, the Student seeking admission will receive an offer of a place in the Special Class, 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.

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

Where a Student is in receipt of an offer of a place within Clonturk 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.

<sup>3</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."*

#### **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 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.

#### **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 Clonturk 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 4.9, 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:

(1) 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

(2) 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.

## **7.2 APPEALS**

### **7.2.1. Appeal where refusal was due to oversubscription:**

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit their appeal in writing, via a Section 29 Appeal Application Form, available from the school office and at <https://assets.gov.ie/static/documents/review-by-board-of-management-request-form.pdf> and on the school's website ([www.Clonturkcc.ie](http://www.Clonturkcc.ie)), for it to be reviewed by the board of management of Clonturk Community College at Swords Road, Clonturk, Dublin 7, (email:

[info@Clonturkcc.cdetb.ie](mailto:info@Clonturkcc.cdetb.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 under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form', available at <https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/#how-to-appeal-if-a-child-has-been-refused-admission-because-the-school-is-full> and submitted to the Section 29 Appeals Administration Unit in the Department of Education or the appeal can be submitted online by uploading the required documentation at <https://www.section29appeals.gov.ie/>. As per the Department of Education's '*Procedures for hearing and determining appeals under section 29*', such an appeal must not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal, whichever is earlier, and the appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

#### **7.2.2. Appeal where refusal was for a reason other than oversubscription:**

An Applicant who was refused admission to Clonturk Community College for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put their appeal in writing, via a Section 29 Appeal Application Form, via a 'BOMR1 Form', available from the school office and at <https://www.gov.ie/en/publication/31c4f-appeals-in-relation-to-refusal-to-admit-a-student-for-a-reason-other-than-the-school-being-oversubscribed/#how-to-seek-a-review-by-the-board-of-management> for it to be reviewed by the board of management of Clonturk 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.

**7.2.3. 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.















