Admission Policy of Carrigaline Community School

School Address:	**Waterpark, Carrigaline, Co. Cork. P43XE06**
Roll number:	**91388S**
School Patrons:	**Cork ETB and the Diocese of Cork & Ross**

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 patrons on September 22nd, 2026. 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 Carrigaline 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.

2. Characteristic spirit and general objectives of the school

Carrigaline Community School seeks to provide for its students an atmosphere of security and belonging, focusing on the full social, moral, spiritual, cultural, cognitive and physical development of the young person. We aspire to encourage our students' sense of initiative and self-reliance, their capacity to communicate and co-operate, their perseverance, resilience and self-confidence, the development of their unique personality and the achievement of their academic goals.
Our high expectations can only be achieved if each of the partners – students, parent(s)/guardian(s) and teachers, realise and fulfil their individual roles and responsibilities.

3. Admission Statement

Carrigaline 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

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

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.

Carrigaline Community School is a school which has established a class, with the approval of the Minister for Education, 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.

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

Carrigaline Community School, with the approval of the Minister for Education, has established a class to provide an education exclusively for students with Autistic Spectrum Disorder.

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

The special class attached to Carrigaline Community School provides an education exclusively for students with Autistic Spectrum Disorder 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.

Admission Procedures

- Application for enrolment is carried out by the completion in full of the approved application form, duly signed by parent(s) / guardian(s).
- Each year the Board of Management will decide on the date on which the school shall commence accepting applications for admission to the school (NOT prior to the 1st October in the year preceding the intake year) and the date on which the school shall cease accepting applications for admission to the school for the school year concerned. The process of enrolment, including the closing date for the receipt of applications, will be made public by means of an annual admission notice distributed to all feeder primary schools and on our website, www.carrigcs.ie. This notice will be published a minimum of 1 week prior to the school accepting applications for admission.
- Parent(s) or guardian(s) seeking to enrol a child in first year in Carrigaline Community School are requested to return a completed enrolment application form, with all necessary accompanying documentation, to the main school office before the closing date. Application forms will be available from the school's main office, from all feeder primary schools and downloadable from www.carrigcs.ie. An open night at the school will occur prior to the closing date.
- While recognising the right of parent(s) or guardian(s) to enrol their child in the school of their choice, the Board of Management of Carrigaline Community School seeks to balance this right with the rights of the existing school community. In particular, any decisions taken regarding enrolment cannot be prejudicial to the rights of the students already enrolled in the school.
- The Board of Management will determine the maximum number of children to be enrolled in first year in any one year, bearing in mind the following criteria:

Criteria determining maximum number for enrolment.

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

In the event that the number of children seeking enrolment in any year exceeds the number of places available, the criteria outlined in the table below will be used to prioritise children for enrolment. If, when any one of the categories below is reached, the full quota of places available would be exceeded if all applicants within that category were accepted the remaining available places will be filled by means of a lottery involving all the applications within that category. Any applicant not offered a place will then be placed on a waiting list based on that lottery. Applicants in all subsequent categories will be placed in order on the waiting list, based on a lottery within each category. Applications received after the closing date will be considered only after all applications received before the closing date, have been accommodated. The waiting list of students whose applications for admission to Carrigaline Community School were unsuccessful due to the school being oversubscribed will remain valid for the school year in which admission is being sought.

- A condition of enrolment is that the application form be completed in full and be factually correct. Any incomplete application form will be considered invalid. Parent(s)/guardian(s) and the child applying for a place must give their consent in writing, to the school's Code of Conduct.

6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

Criteria used to prioritise children for enrolment.

1. Brothers and sisters of students who are currently attending Carrigaline Community School and who are living in the areas of Carrigaline, Ballygarvan, Shanbally and Ringaskiddy.
2. Brothers and sisters of students who are currently attending Carrigaline Community School and who are living outside the areas of Carrigaline, Ballygarvan, Shanbally and Ringaskiddy.
3. Children whose brothers, sisters, parent(s)/guardian(s) attended Carrigaline Community School and who continue to live in the areas of Carrigaline, Ballygarvan, Shanbally and Ringaskiddy (limited to a maximum of 25% of available spaces).
4. Children who attend one of the named feeder Primary Schools below and who are living in the areas of Carrigaline, Ballygarvan, Shanbally and Ringaskiddy.
5. Children who attend one of the named feeder Primary Schools below and who are living outside the areas of Carrigaline, Ballygarvan, Shanbally and Ringaskiddy.
6. Any applicant not covered within the criteria 1-5.

- The named feeder Primary schools for Carrigaline Community School are (in alphabetical order):
    - **Ballygarvan NS.**
    - **Carrigaline Educate Together NS.**
    - **Gaelscoil Carraig Uí Leighin.**
    - **Minane Bridge NS.**
    - **Ringaskiddy NS.**
    - **Shanbally NS.**
    - **St. Mary's NS.**
    - **Holy Well NS (formerly St. Johns/ Scoil Mhuire Lourdes)**
    - **Owenabue Educate Together NS**

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:

The Chairperson of the Board of Management will draw the name of the successful candidate in the presence of the Principal and four other board members, one of whom must be a parent.

- Completed applications for first year students for the school year beginning in September are processed in the preceding months of October/November on a date specified on the annual admission notice. Completed applications include supplying PPS no., capturing pupil ethnicity, birth certificate (of which a photocopy will be taken) and utility bill as proof of address.
- Application forms will be available from the school office and on www.carrigcs.ie
- Application for enrolment at other times during the year is carried out by making formal contact with the school office for the appropriate form and documentation.
- Parent(s)/Guardian(s) are requested to supply evidence of ability to meet the conditions of the Admission Policy of the Board where requested to do so, such as a utility bill as evidence of address.
- Students must be willing, with parent(s)/guardian(s) to accept the school Code of Behaviour and other policies sanctioned by the Board of Management. Confirmation in writing of that acceptance is required of parent(s)/guardian(s) and of students. The signing of the application form by the parent(s)/guardian(s) and students will commit parties to that acceptance.
- Parent(s)/guardian(s) and prospective students must be willing to accept the school ethos.
- Applicants for first year must have reached the required age which is 12 on the 1st of January in the calendar year following the student's entry into first year and should have completed sixth class standard in primary school.
- Following enrolment, the Board will decide on the number of classes to be formed to cater for first year for the following school year.

Admission Criteria for ASD Special Class in Carrigaline Community School

In addition to the general Admission Policy the following criteria apply to the admission of students to the ASD (Autistic Spectrum Disorder) Special Class in Carrigaline Community School:

- A recent psychological or psychiatric assessment is mandatory. A report from a member of a multi-disciplinary team should also be provided. A multi-disciplinary team may consist of a Clinical Psychologist, Occupational Therapist, Speech and Language Therapist, Social Worker and a Physiotherapist. Please note all reports in existence on a child should be provided to the school for assessment. The withholding of reports may invalidate an enrolment application at any time. Applications will only be accepted on the basis of a psychological report with a primary diagnosis of ASD.
- There must be a recommendation from a relevant professional or team of professionals stating that a place in a special class setting in a mainstream school best suits the educational needs of the student.
- All available reports must accompany the application form and consent to access relevant information from primary schools and other professionals must be approved.

NB: "Places in the Autism Class are subject to sanction by the NCSE. Further details may be obtained by contacting your local SENO."

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 (except in the case of oversubscription)

(g) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

8. Decisions on applications

All decisions on applications for admission to Carrigaline 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 15 below in relation to applications received outside of the admissions period and section 16 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 18 below for further details).

10. 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 Carrigaline 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

11. 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.

12. 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 Carrigaline 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 Carrigaline 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.

13. 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.

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

Transfer of a student from another school / applications to enrol to other Year Groups or to First Year after the start of the school year:

Except in exceptional circumstances, e.g. a family moving into the Carrigaline area, applications will not be accepted to transfer a student from another school.
If an application is to be considered it must contain the following documentation:

- A completed application form.
- Birth Certificate.
- The two most recent school assessment reports.
- A completed "Student Reference Form" signed by the Principal/Deputy Principal of the applicant's most recent school.
- A letter explaining the reason for the application.
- A list of student subject option choices.

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

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

In exceptional circumstances the board may, at its discretion give consideration to an application in respect of a student excluded/suspended from, or requested to leave another post primary school, provided it considers that the applicant is likely to benefit educationally from such a transfer and where the students in the school are unlikely to be adversely affected by the admission of the applicant.
The board must satisfy itself that the undertaking given by the applicant and his/her parent(s)/guardian(s) in signing the code of behaviour is a real and serious commitment to acceptable behaviour.
The same registration process will apply as applies to all of the applications. Should the application be unsuccessful, the applicant will be advised by the Principal as soon as is practicable and also of their right to appeal under the section 29 appeals process.

Transition Year and Leaving Certificate Applied (General)

The number of places available on both programmes will be determined each year by the School Management having regard to the resources available within the school.
The parent(s)/guardian(s) of students in third year (Junior Cert) will be invited to attend an information session in the second term (i.e. after Christmas) wherein the procedures for applying for places on the programmes will be outlined. Students will be required to return a completed application form by the notified closing date.
All applicants will be required to attend for a suitability interview. A decision to offer a place will be based on the following criteria.

- The academic record of the student.
- The disciplinary record of the student.
- Performance at interview.
- Suitability of the applicant to the programme.

The signed Code of Conduct must accompany confirmation of acceptance to the Transition Year or the Leaving Certificate Applied Programme.

LCA Admissions

The aims and objectives of the LCA Programme reflect those specific to the guidelines published by the Department of Education and Skills, namely:

- Education that recognises the talents of all students and helps them apply what they learn in the real world.
- Education that provides opportunities for development in terms of responsibility, self-esteem and self-knowledge.

Places available:
The maximum number of places available will be determined on a yearly basis and will fit the needs of the individual student in the LCA programme in any LCA class. One class is provided in each academic year.

Admission procedures:
1. An information seminar for Parents and students of Third Year/Transition Year regarding all senior cycle options will be held in the springtime of the year of entry.
2. Information is also available on the school website www.carrigcs.ie.
3. Following the information presentation, LCA Application Forms are made available to students/parents/guardians by the LCA Coordinator.
4. Completed Application Forms must be returned to the LCA Coordinator by the Closing Date specified. (Late applications may not be considered.) Please note: Acceptance of the completed application form does not confirm or imply an expectation of being offered a place on the Programme.
5. Current students of Carrigaline Community School will be given preference for places on the LCA Programme over students applying to transfer from another school.

6. Students of Carrigaline Community School who have studied a Level 2 Learning Programme(L2LP) at Junior Cycle will be the first cohort/group of students considered for a place in the LCA programme. Students who are enrolled in Transition Year in the springtime of the year of entry will be the second cohort/group of students considered for a place in the LCA programme. Students in Third Year in the springtime of the year of entry will be the third cohort/group of students considered for a place in the LCA programme.
7. Each applicant's progress over Junior Cycle and Transition year (where applicable) is reviewed by a Selection Committee including (but not limited to) the LCA coordinator, 3rd/TY Year Heads, Guidance Counsellor and Deputy Principal to determine each candidate's suitability for the programme.
8. Applicants may be asked to attend a short interview. Applicants will be interviewed by at least 2 members of the Selection Committee.
9. Criteria that will be considered are:
    a. Attendance: As the LCA programme requires 90% attendance in order to be successful in achieving credits students with a record of poor attendance may not be considered for a place on the programme.
    b. SEN
    c. Behaviour Record
    d. Effort Level

The following criteria will help ascertain suitability for the Programme:

- Level of interest displayed by the student on the application form.
- Level of interest indicated by the candidate at the interview.
- Willingness to participate fully in all elements of the L.C.A. Programme including one day per week work experience.
- Student's satisfactory attendance record in school. As the LCA programme requires 90% attendance in order to be successful in achieving credits, students with a record of poor attendance may not be considered for a place on the programme.
- Student's record of adherence to the Code of Behaviour of Carrigaline Community School or in the case of an external candidate, the student's previous school.
- An assessment of the student's competence and value to be derived from participation in key elements of the L.C.A. programme.
- Assessment of the contribution the applicant can make to the L.C.A. Programme.
- The applicant's age and/or pastoral care needs as communicated by the Year Head, Guidance Counsellor and/or other professionals in the school.

10. Successful candidates will be offered a Provisional Place on the Programme and their Parents/Guardians will be informed. This provisional place on the Programme will be subject to their signing the LCA Contract. Students who return a signed LCA Contract by the specified date are considered accepted to the LCA Programme of Carrigaline Community School.
11. Unsuccessful candidates will also be informed and will be placed on a waiting list in order of suitability. Please note that no student will be permitted to join the LCA class after the third week of November of the academic year in Year 1.

External applicants to LCA:
An external applicant must apply to be accepted as a student of Carrigaline Community School in accordance with the school's Admissions Policy and Admissions Notice and if accepted, the student may subsequently apply for the LCA programme. The student is then subject to the same admissions procedures as an internal applicant.

Students wishing to repeat a year

Consideration will only be given to students wishing to repeat a year in exceptional circumstances and for reasons acceptable to the Department of Education.

Students with Special Educational Needs

The school's ability to provide a good education to students with particular needs is dependent on the provision of resources by the Department of Education.
You are asked to complete the application form filling in as much detail as possible regarding special educational needs. The Board will then be in a position to apply to the Department of Education for the resources to suit each child's particular needs.

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

The Board of Management of Carrigaline 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.

16. 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.

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.

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.