

POLICY FOR ADMISSION TO SCHOOL YEAR 2020 - 2021

Citywest & Saggart Community College

Date ratified by the Board of Management: *20 January 2020*

Signature of the Board of Management: *Paddy Lavell*

Date for review: *January 2021*

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.

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PART A

General Information for All Applicants

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

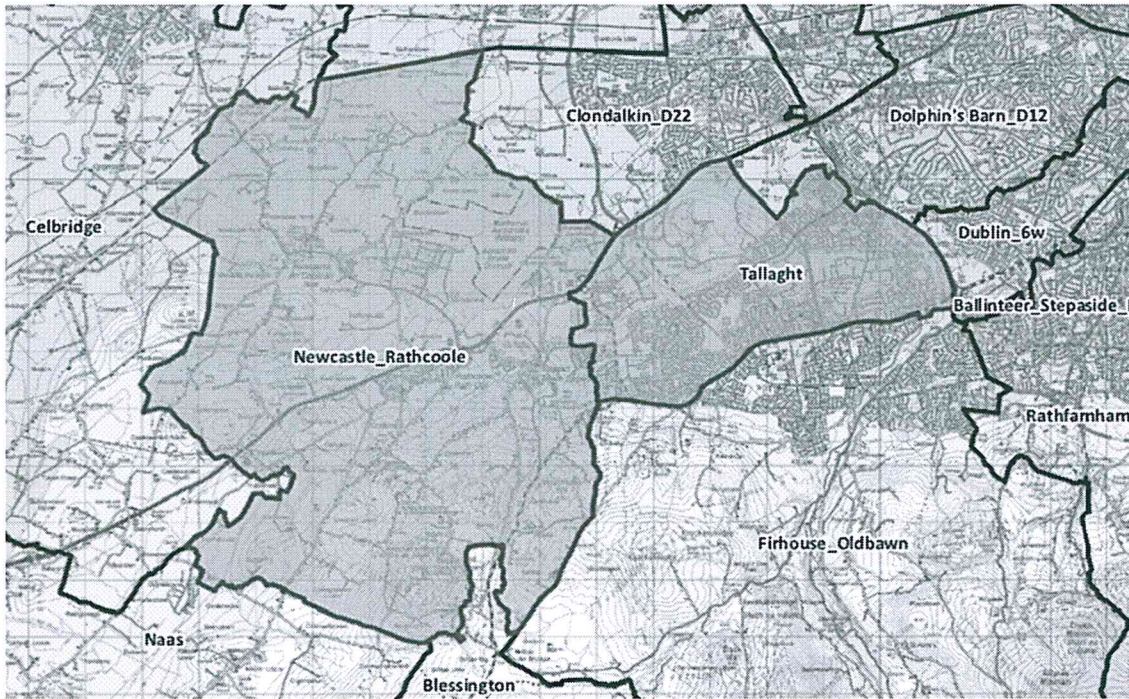
1 GLOSSARY OF TERMS

‘Applicant’ means the parent / guardian of a Student, or, in the case of a Student who has reached the age of 18 years, the Student, who has made an application for admission to Citywest & Saggart Community College.

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

‘Sex’ refers to the designation of a person, on that person’s birth certificate, or gender recognition certificate, as male or female based on their anatomy (genitalia and/or reproductive organs) or biology (chromosomes and/or hormones). 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 for application to Citywest & Saggart Community College in respect of the person on whose behalf the application is being made. The catchment area for to Citywest & Saggart Community College is defined by the shaded area on the following map:



'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 Citywest & Saggart Community College. The feeder primary schools for Citywest & Saggart Community College are:

- Citywest & Saggart Community National School
- Scoil Aoife Community National School
- Citywest Educate Together National School
- St. Mary's National School, Saggart
- Holy Family National School, Rathcoole.
- Scoil Chronain, Rathcoole.
- St. Finian's National School Newcastle.

'Special Class' means a class that has, with the approval of the Minister of Education and Skills, been established by a school to provide an education exclusively for Students with a category or categories of special educational needs specified by the Minister of Education and Skills .

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

2 ADMISSION STATEMENT

Citywest & Saggart Community College is a state, co-educational, multi-denominational post-primary school underpinned by the core values of

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

Citywest & Saggart 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. However, where a school admits students of one sex only, it is not discriminatory to refuse to admit Students of any other sex;
- 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.

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

3 LEGAL FRAMEWORK

DDLETB was established under the Education and Training Board Act 2013 which sets out the functions of all ETBs, including to establish and maintain recognised schools, centres for education and education and training facilities in each ETB's functional area.

The Board of Management of Citywest & Saggart 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.

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.

4 GENERAL ADMISSION PROVISIONS

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.

If, prior to the Education (Admission to Schools) Act 2018 coming into effect, Citywest & Saggart Community College had confirmed, in writing, that an Applicant had been placed on a list relating to the allocation of school places for a particular school year up to and including the academic year 2020 - 2021, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application Citywest & Saggart 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;
- 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;
- 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 2020 - 2021.

Citywest & Saggart Community College will consider the offer of a place to every Student seeking admission to the school, **unless the following applies:**

- 4.7 The student seeking admission will not have attained at least 12 years of age on the 1st day of January of the school year for which s/he is seeking to be enrolled, as is required under section X of the Department of Education and Skills' Rules and Programme for Secondary Schools 2004/05;
- 4.8 The Parent fails to confirm in writing that s/he accepts the Student Code of Behaviour and he/she shall make all reasonable efforts to ensure compliance with such code by the Student;

Where Citywest & Saggart 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.

PART B

Information for Specific Categories of Applicants

5. Application to the First-Year Group

SECTION 5

APPLICATION TO THE FIRST-YEAR GROUP

5 APPLICATION TO THE FIRST-YEAR GROUP

5.1 Admission Provisions (First-Year group)

- 5.1.1. Oversubscription
- 5.1.2. Selection criteria in order of priority
- 5.1.3. Selection process
- 5.1.4. Late Applications
- 5.1.5. Second/third-round offers of a place
- 5.1.6. Acceptance of a place
- 5.1.7. Refusal
- 5.1.8. Appeals

5.2 Appeals

5.1 ADMISSION PROVISIONS (FIRST YEAR GROUP)

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

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 Citywest & Saggart Community College is in a position to offer further school places that become available for and during the 2020 - 2021 school year, places will be offered in accordance with the order of priority in which Students have been placed on the waiting list.

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

Citywest & Saggart Community College will apply the following criteria for admission to the first-year group:

- 5.1.2.1 If the 6th-class student resides in the catchment area;
- 5.1.2.2 Whether the 6th-class Student is attending these feeder primary schools;
 - Citywest & Saggart Community National School
 - Scoil Aoife Community National School
 - Citywest Educate Together National School
 - St. Mary's National School, Saggart
 - Holy Family National School, Rathcoole.
 - Scoil Chronain, Rathcoole.
 - St. Finian's National School Newcastle.

5.1.2.3 Transfers from other schools: Applications for transfers from other schools will only be considered in terms of a place in 1st Year in 2020/2021. All applications for transfers from other schools will be brought to the Board of Management.

5.1.3 Selection process

Citywest & Saggart Community College will apply the selection process as follows:

An Applicant will be offered a place in Citywest & Saggart Community College based on the number of the published selection criterion met by him/her *i.e.* an Applicant who meets two of the specified application criteria will be given priority over an Applicant who meets one or none of the specified application criteria.

Where two or more applications have met the same number of selection criteria and are tied for a place, Citywest & Saggart Community College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

5.1.4 Late applications

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

Where Citywest & Saggart Community College is oversubscribed and receives a late application for admission, same will receive a place on the waiting list beneath Applicants whose applications were received by Citywest & Saggart Community 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 Citywest & Saggart Community College and subsequently Citywest & Saggart Community College's selection criteria will be applied in accordance with this Policy.

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

5.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Citywest & Saggart Community College 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 school have been filled.

5.1.6 Acceptance of a place

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

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School 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.

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 Citywest & Saggart Community College.

- 5.1.7.2. Details of the Student's ranking against the published selection criteria,
- 5.1.7.3. Details of the Student's place on the waiting list, if applicable, and
- 5.1.7.4. Details of the Applicant's right to appeal the decision

An offer of admission may be withdrawn where:

- 5.1.7.5. The information contained in the application is false or misleading in a material respect, or
- 5.1.7.6. 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 2020 - 2021 academic year, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 5.1.7.7. An Applicant has not indicated whether or not he or she has applied for and is awaiting confirmation of an offer of admission from another school.

5.1.8 Appeals

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

5.2. APPEALS

An Applicant wishing to appeal the decision to refuse to admit, under section 29(9) of the Education Act 1998, may do so by completing the *Section 29 Appeal Application Form*, available at Citywest & Saggart Community College's office and on Citywest & Saggart Community College's website, and submitting it to the Chief Executive of DDLETB, at 1 Tuansgate, Belgard Square East, Tallaght, Dublin 24, D24X62W, 01-4515033, info@ddletb.ie, within fourteen calendar days of receipt by him/her of the school's decision to refuse to admit.

A maximum period of 30 days from date of receipt of the appeal by the Chief Executive of the Education & Training Board is allowable for conclusion of the appeal process.

In the event of an appeal not being upheld by the Education & Training Board, the Applicant may further appeal the decision to refuse to admit to the Department of Education and Skills in line with section 29(1) of the Education Act 1998.