POLICY FOR ADMISSION TO SCHOOLYEAR 2023/2024

Mohill Community College Post-Primary School

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 outin the annual Admission Notice. The Principal of Mohill Community College is responsible for the implementation of this Admission Policy.

INTRODUCTION TO MOHILL COMMUNITY COLLEGE

Mohill Community College is a state, multi-denominational and co-educational school founded in 2008 as a result of the amalgamation of Marian College (1949-2008) and Mohill Vocational School (1932-2008). The College pledges itself to continue the caring philosophy of its shared history, valuing each student as an individual. Mohill Community College commits itself to the establishment and fostering of attitudes, values and behaviour consistent with its ethos. The College further commits itself to partnership and collaboration with parents and with the local community. Serving a wide catchment area, the College numbers nine Primary Schools who, for the purpose of school transport, are considered to be in that catchment area. These are St. Manchan's Primary School, the Hunt Primary School (both Mohill town) together with Annaduff, Aughavas, Bornacoola, Cloone, Fenagh, Gortlettragh, and Drumlish, Co. Longford.

Built for 525 students, the College enjoys the space afforded by operating below that capacity. Current enrolment stands at 465 full-time students (2022/2023), and fluctuations upwards or downwards are determined by numbers in the catchment area.

MISSION STATEMENT

Mohill Community College commits itself to creating an inclusive, caring and disciplined environment, promoting a respect for diversity of culture and fostering a spirit of mutual respect among students and staff. The College, inpartnership with Parents/Guardians and the wider community, will challengeits students to pursue excellence, enjoy learning and to achieve their full potential as individuals and citizens.

AIMS AND OBJECTIVES

Within the guidelines, regulations and programmes of the Department of Education as set out in The Education Act, 1998, the regulations of Mayo, Sligo and Leitrim Education and Training Board, the rights of the Trustees/Board of Management and the funding resources available, the College dedicates itself to the following objectives:

1. To provide a broad diverse curriculum relevant to the needs of its studentsof all abilities and facilitate the needs of lifelong learning in an inclusive environment, upholding equality with respect to access to and participation in College life.

2. To respect and foster all aspects of the developing person: intellectual, physical, spiritual, moral, emotional and cultural.

3. To help form confident, balanced, enterprising and self-reliant people capable of contributing positively to society.

4. To maintain a spirit of co-operation with and service to the wider community.

5. To enhance the professional development of all its staff, and staff welfare.

6. To foster an awareness of and tolerance for diversity of traditions, values,beliefs and ways of life.

SCHOOL PATRONS

The College operates under the joint trusteeship of CEIST (Catholic Education an Irish Schools' Trust) and Mayo Sligo Leitrim Education and Training Board (MSLETB).

CEIST is the Trustee body for over 100 Voluntary Secondary Schools in Ireland and acts as Co-Trustee in a number of designated Community Colleges such as Mohill Community College.

A 'Designated Community College' is a State multi-denominational school that operates with a specific religious ethos which is referred to as multi- Denominational.

PROGRAMMES

- Junior Cycle
- Transition Year
- Leaving Certificate
- Leaving Cert Vocational Programme (LCVP)
- Dedicated Autism Classes

EXTRA CURRICULAR ACTIVITIES

- Football / Basketball / Athletics
- Public Speaking, Debating and Quiz Competitions in English/Gaeilge
- BT Young Scientists' Exhibition and Gaisce President's Award
- Green Schools Projects
- Global Citizenship Education
- IMTA, PRISM and TEAM Mathematics Competitions
- Mission and Social Awareness including fundraising for Charities
- Enterprise Projects
- A range of activities associated with Transition Year Programme
- Girls' Active for First Year students
- Poetry Aloud
- D.E.A.R. (Drop Everything and Read)
- Student Council
- Big Brother Big Sister
- Choir
- Chess as lunchtime activity incl. Chess Competitions
- Renewal in 2022/23 of involvement in Schools' Equestrian
- Co-Curricular trips and activities including those associated with CSPE and SPHE and other subjects

TABLE OF CONTENTS

PART A – *General Information for All Applicants*

1. Glossary of terms

2. Admission Statement

3. Legal Framework

4. General Admission Provisions

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 ASD Classes

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 Mohill 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 Mohill Community College: a person is only regarded as a student of Mohill Community College once s/he is enrolled on his/her first day of attendance.

'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 for application to all classes other than the Special Class in Mohill Community College in respect of the person on whose behalf the application is being made. The catchment area for Mohill Community College is defined as: the area to which Bus Éireann provides school transport for mainstream students.

'**Catchment Area for the ASD Class(es)'** refers to the designated residential area for application to the ASD Class(es) within Mohill Community College in respect of theperson on whose behalf the application is being made. The catchment area for the ASD Class(es) within Mohill Community College is defined as: the area to which Bus Éireann provides school transport for mainstream students.

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

'Sibling' For the purpose of the selection criterion 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.

'**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 acategory or categories of special educational needs specified by the Minister of Education. Mohill Community College has a Special Class, established to cater for special educational needs of Students with Autism/Autistic Spectrum Disorders, and will here after in this Admission Policy be referred to as ASD Class(es).

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 who makes a recommendation for a Special Class placement. The relevant professional may include an educational psychologist, psychologist, other relevant health professionals, HSE disability services or HSE multi- disciplinary team staff, in line with guidance issued by the NCSE on this point.

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

2 ADMISSION STATEMENT

Mohill Community College is a designated Community College. Designated Community Colleges are established by the signing of a model agreement between an ETB and the local Catholic Bishop and/or a religious congregation. MSLETB is the patron of the school. The model agreement provides for the participation of Mercy Sisters in the organisation and management of the community college on an ongoing basis.

Mohill Community College was established in 2008 in a spirit of partnership, an amalgamation of Mohill Vocational School and Marian College. The inherited traditions, values and founding intentions of MSLETB and the Mercy Sisters remain enshrined in the characteristic spirit and in the life of our school.

Our school is a state, co-educational, multi-denominational school underpinned by the core values of:

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

All members of our school community are treated equally, regardless of their race, gender, religion/belief, age, family status, marital status, membership of the Traveller community, sexual orientation, ability or socio-economic status. In our school all students are given equal opportunity for enrolment, in line with the Education (Admissions to School) Act (2018). Once enrolled, our school strives to provide all our students with equal opportunities to engage with the curriculum and school life.

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

Our school is multi-denominational. We welcome, respect, and support students of all religions and beliefs. The provision of religious education, religious worship and the work of the Chaplain all combine to reflect the founding intention of the school, the school's mission statement and the needs of the students within the school. The characteristic spirit of the school finds practical expression through the provision of pastoral, liturgical and social outreach activities, as appropriate, for each student.

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

2.1. Gender of the Student or Applicant. However, where a school admits students of one gender only, it is not discriminatory to refuse to admit Students not of that gender;

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).

Mohill 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

Mayo Sligo Leitrim ETB 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 Mohill 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 admit a Student. The appeal process is set out in section 5.3 in respect of applications made to the First-YearGroup and in section 6.3 in respect of applications made to all years other than the First- Year Group.

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

- Religious instruction is a term used in Ireland to indicate instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition.
- Religious education is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.

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

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 commencement of section 62 of the Education Act 1998 by the Education (Admission to Schools) Act 2018 on the 1st February 2020, Mohill Community College had confirmed, in writing, that an Applicant had been placed on a list relating to the allocation of school places for entrance before the 1st February 2025, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application Mohill 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 attending, or having attended, the school.

4.6 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual Admission Notice for that academic year.

Mohill Community College will consider the offer of a place to every Student seeking admission to the school, **<u>unless</u> one of the following applies**:

4.7 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;

4.8 The Student seeking admission to an ASD Class in the school does not have the category of special educational needs specified by the Minister of Education and Skills in respect of that ASD class.

Where Mohill 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 ASD Class.

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 ASD Class***

SECTION 5
APPLICATION TO THE FIRST-YEAR GRO

5 APPLICATION TO THE FIRST-YEAR GROUP

5.1 Admission Provisions (First-Year Group)

5.1.1. Oversubscription

5.1.2. Selection criteria in order of priority

5.1.3. Selection process

5.1.4. Late Applications

5.1.5. Second/third-round offers of a place

5.1.6. Acceptance of a place

5.1.7. Refusal

5.1.8. Withdrawal of an offer

5.1.9. Appeals

5.2 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)

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

A Student applying for the First Year Group but seeking admission to the ASD 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 ASD Class, this section 5 is also applicable.

5.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Mohill 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 the provisions of Section 7.1.1 regarding the ASD 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 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 ASD 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 scho

5.1.1 Selection criteria in order of priority

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

5.1.1.1 If the Student resides in the Catchment Area;

5.1.1.2 If the Student has siblings currently enrolled in the school;

See section 7 for selection criteria applicable to admission to the ASD Class.

5.1.2 Selection process

Mohill Community College will apply the selection process as follows:

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

Where two or more applications are tied in the foregoing selection process, Mohill 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 ASD Class is/are given to Student(s) from that year group, i.e. the selection process for the ASD 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 ASD Class will be the number by which the places in the relevant mainstream year group(s) are reduced.[1]

---

[1]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."*

5.1.3 Late applications

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

Where Mohill Community College is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school subject to sections 4.7 & 4.8.

Where Mohill Community College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within the school, subject to 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 issuedto the Applicant for completion and return to the school within two weeks of issue.

5.1.4 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Mohill 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 ina second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

5.1.5 Acceptance of a place

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

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

Failure to fully complete and return the Acceptance Form to the school by the date set outin the School's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below.

5.1.6 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 Mohill Community College;

5.1.7.2. Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed;

5.1.7.3. Details of the Student's place on the waiting list, if applicable; and

5.1.7.4. Details of the Applicant's right to appeal the decision.

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.

5.1.7 Withdrawal of an offer

An offer of admission may be withdrawn where:

5.1.8.1. The information contained in the application is false or misleading in a material respect, or

5.1.8.2. The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice of the school for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or

5.1.8.3. An Applicant has not indicated:

(i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);
and

(ii) whether or not or 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.

5.1.8 Appeals

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

5.2. APPEALS

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 from the school office and on the school's website, for it to be reviewed by the board of management of Mohill Community College. Such a review must be sought by the Applicant within twenty-one 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 after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the office or online by emailing mohillcommunitycollege@msletb.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 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 Mohill 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 ofmanagement of Mohill Community College. Such a review must be sought by the Applicant within

twenty-one 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 bythe 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 mohillcommunitycollege@msletb.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 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 review the decision.

SECTION 6
APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

6 APPLICATION TO ALL YEAR GROUPS OTHER THAN FIRST-YEAR

6.1 Admission Provisions (other than First-Year)

6.1.1. Oversubscription

6.1.2. Selection criteria in order of priority

6.1.3. Selection process

6.1.4. Late Applications

6.1.5. Second/third-round offers of a place

6.1.6. Acceptance of a place

6.1.7. Refusal

6.1.8. Withdrawal of an offer

6.1.9. Appeals

6.2 Appeals

6.2.1. Appeal where the refusal was due to oversubscription

6.2.2. Appeal where the refusal was for a reason other than oversubscription

6.2.3. Basis for a review by the board of management

6.1 ADMISSION PROVISIONS (OTHER THAN FIRST-YEAR)

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

A Student applying for admission to a year-group other than First-Year but seeking admission to the ASD Class should see section 7 of this Admission Policy. If the studentis also applying for a place in the mainstream year group other than First-Year in the eventof an unsuccessful application to the ASD Class, this section 6 is also applicable.

6.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 6.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Mohill 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 the provisions of 7.1.1 regarding the ASD 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 ASD 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 in Mohill Community College is oversubscribed, a Student applying for admission to such programme 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 programme.

6.1.2 Selection criteria in order of priority

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

6.1.2.1 If the Student resides in the catchment area;

6.1.2.2 If the Student has siblings currently enrolled in the school;

See section 7 for selection criteria applicable to admission to the ASD Class.

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

6.1.3 Selection process

Mohill Community College will apply the selection process as follows:

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

Where two or more applications are tied in the foregoing selection process, Mohill 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 ASD Class is/are given to Student(s) from that year group, i.e. the selection process for the ASD 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 ASD Class will be the number by which the places in the relevant mainstream year group(s) are reduced[2].

6.1.4 Late applications:

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

Where Mohill Community College is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school subject to sections 4.7 & 4.8.

Where Mohill Community College is not oversubscribed and it receives a late application, the Student seeking admission will receive an offer of a place within Mohill Community College, subject to sections 4.7 and 4.8, and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

6.1.5 Second/third-round offers of a place

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

---

2. 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."*

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 withdrawal of an offer, as set out below.

6.1.7 **Refusal:**

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

6.1.7.1. The reasons that the Student was not offered a place in Mohill Community College,

6.1.7.2. Details of the Student's ranking against the published selection criteria, if the year-group to which the Applicant is applying is oversubscribed,

6.1.7.3. Details of the Student's place on the waiting list, if applicable, and

6.1.7.4. Details of the Applicant's right to appeal the decision.

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

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

6.1.8 **Withdrawal of an offer**

An offer of admission may be withdrawn where:

6.1.8.1. The information contained in the application is false or misleading in a material respect, or

6.1.8.2. The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice of the school for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or

6.1.8.3. An Applicant has not indicated:

(i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);
and

(ii) whether or not or 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 Mohill Community College regarding admission to a year-group other than First-Year, see section 6.2.

6.2 APPEALS

6.2.1 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 from the school office and on the school's website, for it to be reviewed by the board of management of Mohill Community College. Such a review must be sought by the Applicant within twenty-one 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 after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing mohillcommunitycollege@msletb.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 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.

6.2.2 Appeal where refusal was for a reason other than oversubscription:

An Applicant who was refused admission to Mohill 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 Mohill Community College. Such a review must be sought by the Applicant within twenty-one 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 bythe 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 mohillcommunitycollege@msletb.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.

6.2.3 Basis for 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 review the decision.

SECTION 7
APPLICATION TO THE ASD CLASS(ES)

7 APPLICATION TO THE ASD CLASS(ES)

7.1 Admission Provisions for the ASD 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 review by the Board of Management

7.1 ADMISSION PROVISIONS FOR THE ASD CLASS(ES)

Mohill Community College has two ASD Classes, established to cater for the special educational needs of Students with Autism/Autistic Spectrum Disorders.

Only applications in respect of Students whose needs fall within the category of special educational needs provided for by the ASD 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 12 months immediately preceding the Student's application to the ASD Class.

Where the ASD Classes in Mohill Community College are not oversubscribed, all Students whose needs fall within the category of special educational needs provided for by the ASD Class, as confirmed by the NCSE, will be offered a place in the ASD Class, subject to sections 4.7 and 4.8.

7.1.1 Oversubscription:

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

For clarity, even if a place becomes available in a given mainstream year group, before that place is offered to a Student on the waiting list for that mainstream year group, the waiting list for the ASD Class shall be reviewed and if there is a place available in the ASD Class and there is a Student on the waiting list who would be able to take up the place due to the

available place in the given mainstream year group, that Student will be offered the place in the ASD Class (thereby removing the place in the mainstream year group). This is in the interes of ensuring that the scarce resources of the ASD Classes are never under-utilised.

Where an application is made on behalf of a Student for both the ASD 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 ASD Class for a given academic year, but s/he wishes to be considered for admission to the ASD Class in the following academic year, a new application must be made on behalf of that Student during the dates specified by the school as being the period when it will accept applications for the ASD Class.

If a transfer Student is offered a place in the ASD Class from the waiting list, the offer is subject to there being a place available in the relevant year group for that Student. If there is not a place available in the relevant year group, the next person on the waiting list for the ASD 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 ASD Class for the remainder of that school year, i.e. if another place subsequently became available in the ASD Class during the 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 of the place in the year group irrespective of any matters relating to the ASD 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 the ASD 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 ASD Class will apply:

7.1.2.1 If the Student resides in the catchment area;

7.1.2.2 If the Student has siblings currently enrolled in the school;

7.1.2.3 The greatest need, as determined by the Principal in consultation with the NCSE, and/or NEPS, having considered the Relevant Report in respect of the Child.

7.1.3 Selection process:

Mohill Community College will apply the selection process as follows:

Having met the criteria for admission to the ASD Class, applications are considered against the published selection criteria. Places will be offered in the first instance to thosewho 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 ASD Class. This process is continuously carried out until all available places have been offered and accepted.

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

N.B. The number of places available in a year group is subject to reduction in the event that a placement(s) in the ASD Class is/are given to Student(s) from that year group, i.e. the selection process for the ASD 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 ASD Class will be the number by which the places in the relevant mainstream year group(s) are reduced[4].

7.1.4 Late applications:

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

---

3. 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."*

Where Mohill Community College is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school subject to sections 4.7 & 4.8.

Where Mohill Community College is not oversubscribed and it receives a late application, the student seeking admission will receive an offer of a place within Mohill Community College, subject to sections 4.7 and 4.8, and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

7.1.5 Second/third-round offers of a place

Where a Student is in receipt of an offer of a place within Mohill 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 ASD Class have been filled.

7.1.6 Acceptance of a place:

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

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

7.1.7.2 Details of the Student's ranking against the published selection criteria, if the year-group to which the applicant is applying is oversubscribed;

7.1.7.3 Details of the Student's place on the waiting list, if applicable; and

7.1.7.4 Details of the Applicant's right to appeal the decision

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

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

7.1.8 **Withdrawal of an offer**

An offer of admission may be withdrawn where:

7.1.8.1. The information contained in the application is false or misleading in a material respect, or

7.1.8.2. The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual Admission Notice of the school for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or

7.1.8.3. An Applicant has not indicated:

(i) whether or not s/he has applied for and is awaiting

confirmation of an offer from another school(s) and if so, the details of the school(s);
and

(ii) whether or not or 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 first request a review by the board of management in writing, 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 Mohill Community College. Such a review must be sought by the Applicant within twenty-one calendar days of receipt by the Applicant of the schools 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 mohillcommunitycollege@msletb.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 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.

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

An Applicant who was refused admission to Mohill 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 Mohill Community College. Such a review must be sought by the Applicant within twenty-one calendar days of receipt by the Applicant of the school's decision to refuse toadmit. 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 mohillcommunitycollege@msletb.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 immediately preceding paragraph.

7.2.3. **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 review the decision.